



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Part-time Bookkeeper/Office Support Staff (Office of Youth Services/Lighthouse)

Salary and Benefits: \$30.00 per hour.

To Apply: Please mail, deliver or email a cover letter, resume, and three (3) professional references (name & contact only) to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is Friday, March 8, 2019 (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is boarded by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

Aids executive by performing a variety of bookkeeping functions that include analyzing grant expenditures, preparing deposits, reviewing site-based expenses, reconciling discrepancies, and assisting with requisitions, vendor forms, and purchase orders.

SUPERVISION RECEIVED: Acts under the direct supervision of the Director of Youth Services/Lighthouse.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed, and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. Responsible for collecting and submitting for approval all departmental invoices.
2. Provides vendors with quarterly statements of invoices paid and balances available under each contract.
3. Assists in the deposit and record keeping of all parent fees collected.
4. Works closely with Purchasing, Comptrollers, Central Grants, and OPM in the creation of grant accounts, purchase orders, and payments.
5. Deciphers discrepancies on vendor invoices.
6. Performs other duties as deemed necessary.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Other administrative tasks may be assigned as appropriate.

MINIMUM QUALIFICATIONS:

High School degree and at least two years of progressively responsible bookkeeping experience; or at least two years of college with specialization in accounting or business and two years of progressively responsible clerical or administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of after school policies and procedures a plus.
2. Knowledge of special revenue accounting a plus.
3. Knowledge of accounting functions such as auditing, payroll, account receivables and payables.
4. Considerable skill in the use of municipal computer accounting software.
5. Good skill in mathematics.
6. Strong verbal, written, analytical, and interpersonal skills.
7. Must be proficient in various computer software programs including Microsoft Word and Excel.
8. Knowledge of standard bookkeeping practices.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 106
BRIDGEPORT, CT 06604