



## CITY OF BRIDGEPORT, CONNECTICUT

---

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

### **ACCOUNTING CLERK II (Municipal Airport)**

**Salary:** \$47,540.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

*Please be informed, the selected candidate will be hired on a full-time provisional basis. In accordance with Section 214 of the Charter of the City of Bridgeport, provisional hires are and will be subject to Civil Service examination; when an examination is given for this position at some future date. Provisional employees will be required to test and rank/score sufficient enough to maintain employment. This position shall be filled on a permanent basis pursuant to and consistent with Chapter 14, Section 4 of the Charter of the City of Bridgeport.*

**To Apply:** Please mail, deliver or email a cover letter and resume to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Deadline to apply is September 3, 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 bordered 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:**

Clerical and account keeping and posting work of more than ordinary difficulty and responsibility in connection with the maintenance of journal and ledger controls, pre-auditing, and bookkeeping; related work as required; performed under general supervision.

#### **ILLUSTRATIVE DUTIES:**

Maintains a variety of appropriation ledger, accounts receivable, accounts payable, and payroll account and payroll distribution controls; normally operates standard bookkeeping office equipment and software; posts to general ledger accounts; takes trial balances; prepares end of year records for closing, including pre and post-closing trial balances; takes trial balances monthly of all accounts for which responsible; may be assigned specific secretarial and administrative duties of an accounting nature for the Department authority; performs invoice control duties.

#### **MINIMUM QUALIFICATIONS:**

Completion of High School, Vocational School or equivalent; at least five years of progressively responsible clerical and account clerical experience, of which three years shall have been at or equivalent to an Accounting professional.

#### **KNOWLEDGE, SKILL AND ABILITIES:**

1. Considerable knowledge of the fundamental principles of bookkeeping and accounting as practiced in government.

2. Ability to prepare standard financial reports from accounting data, and to maintain standard municipal accounting control records.
3. Strong organizational and analytical skills.
4. Ability to use various computer software programs.

Any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position. Assessment of candidate qualifications shall be at the discretion of the City.

Other duties specific to departmental demands may include as follows: Ability to analyze mentally and to make decisions in accordance to established city rules, regulations and policies. Skill and accuracy in arithmetic computation. Diplomacy and ability to converse and communicate well with the public both orally and in writing. Ability to establish and maintain effective working relationship with the public and other employees.

**Physical Demands:**

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance demands, telephone and other interruptions.

*This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical and cognitive demands which comprise this position. The above is intended to be a fair representation of the “typical” demands of the position.*

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:  
CIVIL SERVICE COMMISSION OFFICE  
45 LYON TERRACE, ROOM# 104  
BRIDGEPORT, CT 06604