



CITY OF BRIDGEPORT, CONNECTICUT

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

DATABASE ADMINISTRATOR (Fire Administration)

Salary: \$65,610.00 (salary for this position is established per Bridgeport Municipal Ordinance 2.36). This position includes a comprehensive benefits package including a Retirement Pension administered by MERS (Municipal Employees Retirement System).

To Apply: Please mail, deliver or email a resume, a cover letter, three (3) professional references, to the Civil Service Commission office, Room 106, 45 Lyon Terrace, Bridgeport, CT 06604. You can email required documents to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Thursday, May 4, 2017.

DUTIES CHARACTERISTIC AS TO TYPE AND LEVEL:

Primary responsibility for the general accounting functions of the Bridgeport Fire Department and the preparation of reports and statistics reflecting the financial conditions. The individual formulates and administers approved general accounting practices throughout the City to assure that accounting and other financial and operating reports accurately reflect the conditions that are ever changing and provide top management reliable information necessary to control operations.

TYPICAL TASKS OR ASSIGNMENTS:

- Responsible for the financial issues of the Fire Department: accounts payable, purchasing, tuition reimbursement, fire rescue billing, etc.
- Perform all accounts receivable and accounts payable functions that have been approved by the Administration.
- Play a key role in the budget planning and expense forecasts.
- Monitor all account streams within the Fire Department and report to Deputy Chief.
- Work with timesheets and attendance records to verify weekly payroll, for approval of Deputy Chief and submittal to City Payroll.
- Assist OPM and Grants Department with Fire Departmental financial issues.
- Any other Fire Department budget or financial matters as directed by the Fire Chief.
- Shall annually prepare and submit to the Chief and the board a budget for operating the Department and he/she shall subsequently submit same in such form and at such time as the OPM Director and/or Comptroller may direct.
- Shall keep an accurate record of all proceedings, orders, expenditures and improvements.
- He/she shall keep the books and records and accounts and shall preserve all records, proceedings and documents belonging to the department.
- Process paid bill returned from customers into MUNIS system.
- Handle unresolved bills to correct addressing, permit and business Continuation discrepancies. Input check deposits into MUNIS program.

- Coordination of contract payments, i.e., holiday, longevity, uniform allowance, step increases, salary increases, etc.

Shall operate under direct control of the Captain of Administration and overall command of the Deputy Chief.

MINIMUM QUALIFICATION REQUIREMENTS:

College graduation with major work in accounting, finance, business administration, or related field.

Five years of professional accounting experience, at least two years of which shall have been in the field of governmental accounting or any equivalent combination of education, training and experience.

Experience with Fire Service personnel desired but not required.

Thorough knowledge of and skill in applying general accounting theory and practices and their application in governmental accounting practice.

Working knowledge of the fundamental principles of bookkeeping.

Working knowledge of standard office practices and procedures.

Skill and accuracy in performing arithmetic computations.

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.

Please note: due to the anticipated volume of submissions received, we will only contact those applicants whose experience, background, and skills best match our requirements.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:

CIVIL SERVICE COMMISSION

45 LYON TERRACE

BRIDGEPORT, CT 06604

TELEPHONE: 203-576-7103