



CITY OF BRIDGEPORT, CONNECTICUT

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

ACCOUNTING CLERK I *Finance Department*

Salary and Benefits: \$40,823 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(a) deferred compensation plan (employee paid), and other voluntary employee paid benefits. This is a unionized position.

To Apply: Please email a cover letter, resume, supplied application and three (3) professional references (name & contact only) to COB.Jobs@BridgeportCT.gov.

Accepting complete submissions until the position is filled.

(Any/all changes to this opening shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is 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.

****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 to maintain employment.***

GENERAL STATEMENT OF DUTIES:

Clerical and account keeping and posting work of ordinary difficulty and responsibility in connection with the recording, controlling, posting, and checking of accounting transactions including charges, collections and payments; related work as required; performed under technical supervision.

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.

- Maintains subsidiary ledger records
- Verifies calculations of accounts payable and receivable
- Posts entries, takes trial balances and prepares a variety of standardized reports of prescribed form.
- Receives and records miscellaneous cash receipts
- Frequently, the assignment requires the operation of a standard bookkeeping and posting machine

- Checks payrolls and payroll records
- Keeps cost records, prepare monthly statements of money received from various sources.
- Maintains standardized account controls of disbursements and of material labor costs.

MINIMUM EDUCATIONAL REQUIREMENTS

- High school graduation.
- Two (2) years of satisfactory office experience in accounting or bookkeeping work (and training in the operation of a standard bookkeeping and posting machine, where required).
- Any equivalent combination of education, training, and experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of the fundamental principles of bookkeeping.
- Working knowledge of standard office practices and procedures.
- Skill and accuracy in performing arithmetic computations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential 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.
- Ability to see and read objects closely, as in typing from another document, reading/proofreading a report, read plans, using a computer monitor, filing and/or retrieving information from a filing system and verifying the accuracy of financial information.

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

This position will require a pre-employment medical examination and drug testing.

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