



CITY OF BRIDGEPORT, CONNECTICUT

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

ACCOUNTANT

Salary: \$66,888.00 - \$75,138.00 – 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 and three (3) references, to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Resumes must be submitted or postmarked no later than Monday, August 4, 2014.

General Statement of Duties:

Professional accounting or auditing work of ordinary and responsibility in the maintenance of the current fund ledges and general journal and the auditing of municipal department accounts; related work as required; performed under technical direction.

Typical tasks or assignments:

Maintains or assists in the maintenance of the current fund general ledger, revenue ledger, and general journal. Enters transactions between current and special fund accounts. Transfers from unappropriated revenue, transfers of charges between departments or between appropriation accounts within departments, tax collections, clearing accounts; post journal entries and takes monthly general ledger trial balances. After audit, records all adjusting, reversing, and closing balances; prepares and verifies daily cash reports; conducts periodic reviews and examinations of records and procedures of various departments, as required and ordered; prepares special financial statements and reports, including budget estimates; maintains ledger controls for various bond and special fund accounts; does special assignments as requested.

Minimum qualification requirements:

- College graduation with major work in accounting. Any equivalent combination of education and experience.
- Considerable knowledge of, and skill in applying general accounting and auditing theory and practice.

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.

For further information and contact:
CIVIL SERVICE COMMISSION
45 LYON TERRACE
BRIDGEPORT, CT 06604
TELEPHONE: 203-576-7103

An Equal Opportunity Employer MF/AA/DIS