



CITY OF BRIDGEPORT, CONNECTICUT

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

ACCOUNTING CLERK I (PROVISIONAL APPOINTMENT*)

**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.*

Salary: \$32,522.00 – 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.

Submissions must be submitted or postmarked no later than Friday, March 20, 2014.

General Statement of Duties:

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

Typical tasks or assignments:

- Primary tasks for this position are related to the accounts payable department.

In addition this position can also maintain subsidiary ledger records, verifies calculations of accounts payable and receivable, post entries, takes trial balances, and prepares 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; prepares bank deposits; preaudits invoices and claims presented for payment; prepares monthly statements of money received from various sources; maintains standardized account controls of disbursements, and of material and labor costs.

Minimum qualification and skill requirements:

- High School graduation.
- At least two years of clerical office experience, preferably in accounting or bookkeeping work (and training in the operation of a standard bookkeeping and posting machine, where required).
- Working knowledge of the fundamental principles of bookkeeping.
- Working knowledge of standard office practices and procedures.

- Skill and accuracy in performing arithmetic computations.
- Any equivalent combination of education, training, and experience.

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.

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