



## CITY OF BRIDGEPORT, CONNECTICUT

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

### **Capital Projects – Fixed Asset Manager**

**Salary:** \$75,803.00 – 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 copies of required degree(s), to the Civil Service Commission office, 45 Lyon Terrace, Bridgeport, CT 06604. Required documents can be emailed to [COB.Jobs@bridgeportct.gov](mailto:COB.Jobs@bridgeportct.gov).

**Resumes must be submitted or postmarked no later than Friday, March 14, 2014.**

### **General Statement of Duties:**

Responsible for the Capital Projects – Fixed Assets accounting process and advises the accounting Supervisor, on appropriate matters regarding the procedures and the internal controls exercised over Capital Projects –Fixed Assets.

### **Illustrative Duties:**

1. Coordinates the work of the City departments and offices involved in Capital Projects – Fixed Assets.
2. Monitors and accounts for transactions applicable to Capital Projects – Fixed Assets.
3. Prepares monthly journal entries and account analyses.
4. Ensures compliance with the provisions of Capital Projects – Fixed Assets.
5. Submits financial reports to various funding agencies.

### **Required Knowledge, Skill and Abilities:**

1. Ability to establish and maintain effective working relationships with peers, subordinates, other City employees and State Federal Agencies.
2. Ability to supervise the work of subordinate staff.
3. Familiarity with automated accounting systems and personal computers.
4. Knowledge of Governmental/Fund Accounting theory and practices a plus.

### **Training and Experience:**

1. Bachelor's degree in accounting from a four –year college or university.
2. Three (3) to five (5) years of progressively responsible experience, including two years in general ledger/accounting function or an equivalent combination of education 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.

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

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