



CITY OF BRIDGEPORT, CONNECTICUT

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

ACCOUNTING CLERK II

**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: \$44,147.00 – 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, cover letter and three (3) professional references (name, title, business/company name, and contact information), to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Submissions must be submitted or postmarked no later than Friday, April 17, 2015.

General Statement of Duties:

Clerical and account keeping and posting work of more than ordinary difficulty and responsibility in connection with the maintenance of journal and ledger controls, pre-auditing, and general bookkeeping. Related work as required, performed under general supervision.

Typical tasks or assignments:

Maintains a variety of appropriation ledger, accounts receivable, accounts payable, and payroll account and payroll distribution controls; normally maintains a standard desktop computer with accounting software; posts to general ledger accounts; takes trial balances; prepares end of year records for closing; including pre and post closing trial balances; takes trial balances monthly of all accounts for which responsible; may be assigned specific secretarial and administrative duties of an accounting nature; performs invoice control duties.

Minimum qualification and skill requirements:

- High School graduation.
- At least five years of progressively responsible clerical and account clerical experience, skilled at desktop computer operations including standard accounting software, preferably municipal government accounting software such as MUNIS.
- Working knowledge of the fundamental principles of bookkeeping.
- Working knowledge of standard office practices and procedures.
- Skill and accuracy in performing arithmetic computations and desktop computer operations including Microsoft Word, Excel, PowerPoint and Access.
- 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