



## NOTICE JOB POSTING

**TO:** City of Bridgeport Accounting Clerk I's and II's  
**FROM:** Civil Service Commission Office  
**DATE:** Wednesday, April 8, 2026  
**RE:** Provisional Accounting Clerk II (Finance Department)

The City of Bridgeport's Tax Collector's Office has an opening for the position of Provisional Accounting Clerk II.

This is a provisional appointment. The selected candidate must participate in the next open competitive Accounting Clerk II Civil Service Examination and attain a ranking high enough to be eligible for permanent appointment. Failure to do so may result in termination of provisional employment status.

The Accounting Clerk II performs clerical and account keeping and posting work of more than ordinary difficulty and responsibility in connection with the maintenance of journal accounts and accounts payable, pre-auditing, and bookkeeping; related work is performed as required, under general supervision.

The essential functions or duties described above are a general statement of 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.

Current annual salary of \$56,934.00 (Step 1) - \$59,009.00 (Step 2) - \$61,067.00 (Step 3) - \$63,642.00 (Step 4) - \$65,389.00 (Step 5) - \$69,785.00 (Step 6 – Top). The wage rate of a selected employee if promoted shall be equal to at least a step increase in the employee's current position, not to exceed \$69,785.00 (reference NAGE RI-200 CBA Article 25.5). Note: Permanent employees promoted to a higher classification within the bargaining unit shall serve a promotional probationary period of six (6) months.

Although this position is a competitive classification and therefore not required to be internally posted under the NAGE RI-200 CBA, the City is issuing this internal posting as a one-time good faith gesture. This shall not be interpreted as a practice or precedent for future postings.

First opportunity to fill this position will be offered to qualified NAGE, Local RI-200 employees within the Tax Collector's Office. If interested, eligible members who meet the required qualifications, as determined by the City, may submit an electronic bid (via email) by delivering or emailing a resume to the Office of the Civil Service Commission, City Hall, room #106 or [COB.JOBS@bridgeportct.gov](mailto:COB.JOBS@bridgeportct.gov). If submitting electronically, please include the following in the subject line:

"Provisional Accounting Clerk II – Member Name – NAGE Bid"

**DEADLINE TO APPLY IS Tuesday, April 14, 2026.** This notice is also available for review on our City's Career Website at [www.bridgeportct.gov/careers](http://www.bridgeportct.gov/careers).

This document serves as general notice as required by NAGE, RI-200 Union contract. The City reserves the right to correct any information which may have been inadvertently misstated.

**CLASS TITLE: ACCOUNTING CLERK II - 35 Hours**

## 1. Duties that are characteristic as to type and level:

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 hand and machine bookkeeping; related work as required; performed under general supervision.

## 2. Typical tasks or assignments:

Maintains a variety of appropriation ledger, accounts receivable, accounts payable, and payroll account and payroll distribution controls; normally operates a standard bookkeeping and posting machine; 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 for the Comptroller; performs invoice control duties.

## 3. Minimum qualification requirements:

## a. As to education, training, and experience:

High school graduation.

At least five years of progressively responsible clerical and account clerical experience, of which three years shall have been at or equivalent to an Accounting Clerk I.

Any equivalent combination of education, training, and experience.

## b. As to special knowledge, ability, and skill:

Considerable knowledge of the fundamental principles of bookkeeping and accounting as practiced in government.

Ability to prepare standard financial reports from accounting data, and to maintain standard municipal accounting control records.

Skill and accuracy in arithmetic computation.

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