



Town of Portland, Connecticut

33 East Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071
www.portlandct.org ■ Phone: (860) 342-6715 ■ Fax: (860) 342-6714
Equal Opportunity Provider and Employer
Office of the First Selectman

Temporary Accounting Coordinator

Finance Department – Town of Portland, CT (EOE)

Wages: \$31.64 per hour

Deadline: until filled

Send resume and Town application: First Selectman's Office, P.O. Box 71, Portland, CT 06480-0071 [Email: mceppaglia@portlandct.org]

Temporary assignment to cover a leave of absence (projected duration: March to June), up to 35 hours weekly (M-F in-person), Non-Exempt, flexible schedule; no benefits. This does not guarantee permanent employment. Subject to pre-employment drug/alcohol testing and background check. All qualified applicants will be considered for employment without regard to race, color, religion, sex, or national origin.

This is a responsible accounting position that requires maintaining a complete set of all financial ledgers for all funds. Requires the employee to have good knowledge, skill and ability in municipal accounting. Works under the supervision of the Finance Director.

Qualifications: Associate's degree in accounting, plus 2 years of progressively responsible bookkeeping or accounting record keeping experience involving the use of a computer (applications such as MS Word and Excel), or an equivalent combination of education and qualifying experience.

Sample Duties:

- Maintains general ledgers and subsidiary ledgers; prepares journal entries (including interfunding), posts journal entries through the Town's computer systems. Prepares monthly trial balance.
- Maintains bank accounts, moves money to investment accounts and deposits monies received from all departments except tax collector's; reconciles bank statements by inputting data into a computerized financial management system.
- Reconciles School Lunch Fund and Board of Education Grants Funds to Board of Education records.
- Purchasing agent for the majority of office supplies.
- Sets up users on financial management system and monitors.
- Assists the Finance Director.