



## Town of Portland, Connecticut

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33 East Main Street • P.O. Box 71 • Portland, CT 06480-0071  
[www.portlandct.org](http://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](mailto: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 imputing 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.