



TOWN OF MANCHESTER



POSITION AVAILABLE

ACCOUNT ASSOCIATE
Assessment and Collection Department
37.50 hours per week
\$41,651.58

CLOSING DATE: Friday, August 25, 2017

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under direction performs a variety of accounting tasks, including maintenance of accounts and preparation of reports. Performs accounting duties of moderate complexity.

ESSENTIAL JOB FUNCTIONS: Performs various clerical, accounting and record-keeping tasks. May prepare various reports, receive cash, process payments and post journal entries. Verifies accuracy, completeness and consistency of accounting information. Prepares and types general correspondence, automated and/or hand billing and vouchers. Maintains record of customer accounts and analyzes and prepares summary reports. Enters and retrieves data from computer; may input payroll. May record property transfers, process certificates and apply statutory exemptions. Record disbursements, expenses and other payments, if applicable. May process applications for state grant programs. Strong computer knowledge, heavy customer service both at the counter and on the phone, ability to handle difficult and varied situations involving the public necessary.

REQUIREMENTS: High School Diploma or equivalent; plus, two (2) years of basic accounting, clerical and record-keeping experience.

EXAMINATION WILL CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Written and/or Computer Assessment	100%	70%

Applications and job descriptions are available in the Human Resources Department, 41 Center Street, P.O. Box 191, Manchester, CT 06045-0191 or by calling the Recruitment Information Line (860) 647-3170 or visit our website at: <http://www.manchesterct.gov>. Applications must be in the Human Resources Department by 4:30 p.m. on Friday, August 25, 2017 or must be postmarked by Friday, August 25, 2017. The Town reserves the right to limit the number of applications it accepts. **No faxed for e-mailed resumes or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.