POSITION AVAILABLE

SENIOR ACCOUNT ASSOCIATE
Current vacancy in Planning & Economic Development
37.50 hours per week – Monday through Friday
$49,274.98 - 2019-2020

CLOSING DATE: Friday, March 27, 2020
(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Under minimum supervision, performs diversified tasks in developing and maintaining complex financial records as well as monitoring compliance with various federal Community Development Block Grant (CDBG) regulations, operating various computer software systems. Performs billing, record keeping, and complex calculations. Knowledge of Microsoft Office: Word and Excel. MUNIS preferred. Knowledge of CDBG program would be a plus. Provides guidance and assistance to customers, applicants, and members of the public. May take and keep public meeting minutes. Reviews and edits department documents for grammar and accuracy.

REQUIREMENTS:

Education: High School Diploma or equivalent; Some college highly preferred.
Experience: Three (3) years' experience in accounting and/or maintaining accounting systems and records. Strong computer, writing/editing and customer service skills required. Interest and/or experience in land use planning and community development a plus.

EXAMINATION WILL CONSIST OF:

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<th>Parts</th>
<th>Weight</th>
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<tr>
<td>Computer Assessment</td>
<td>100%</td>
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Applications and job description are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: http://hrd1.townofmanchester.org/index.cfm/employment-opportunities/. Applications must be received in the Human Resources Department by 4:30 p.m. on Friday, March 27, 2020, or must be postmarked by Friday, March 27, 2020. No faxed or e-mailed resumes and/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 Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

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.