

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: December 5, 2017

Closing Date: When filled.

FROM: DIRECTOR OF FINANCE/ADMINISTRATION

DEPARTMENT: FINANCE

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Bookkeeper I	5	\$17.68-\$19.38	\$17.68-\$24.74

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: Yes HOURS: 35 PART TIME: No If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Very good knowledge of principles/practices of Governmental bookkeeping. Responsible for all Accounts Receivable reporting. Maintains and controls all pension and deferred compensation investment transactions for all investment funds totaling over \$90 Million (300 transactions per month). Daily importing of Tax office transactions. Reconciles all monthly statements from investment manager including computer entry of data for Financial Statements and all stock/bond transactions. Maintains Cash Receipts Journal – monthly reconciliation including worksheet entry and input to computer thereby producing all necessary reports for general fund. Extensive experience with and extensive working knowledge of Town's bonding records and transcripts. Maintains all statistical data for Official Statement/Bond Prospectus. Extensive experience working with auditors. Ability to prepare data required on request. Extensive knowledge of budget preparation and budget adoption process. Familiarity with grant processing (application and reporting). Ability to complete annual surveys, working independently. Must have extensive experience with personal computers in both Windows and proprietary operating systems. Must be proficient in Microsoft Office/Excel/Word and MUNIS software. Must be able to create/maintain spreadsheets and reports for budget, pension and deferred compensation systems.

APPROVED BY: _____ SEL

_____ DF/A