

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 12, 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 II Accts. Payable/Purchasing	6	\$19.41-\$21.46	\$27.25

PERMANENT: Yes TEMPORARY: No If Temporary, for how long? 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:

Considerable knowledge of principles/practices of bookkeeping. Considerable knowledge of Accounts Payable system/security. Ability to do complex arithmetical computations. Experience with computer based I/O systems and procedures.

Considerable knowledge of contract administration/purchasing. Considerable ability to check and verify numbers or other detailed information according to a complex system. Ability to report on data/trends within scope of position. Ability to interpret payables data and purchasing policies to individuals. Ability to handle special projects as necessary.

At a minimum, position processes up to 10,000 AP checks annually. Initiates purchasing cycle in many cases. Controls several groups of accounts such as utilities to include analysis and reporting. Reconciles accounts, prepares statements to include state/federal reporting. May be called upon in emergencies to act as point person in complex problem solving. Base job description attached. MUNIS experience is a plus.

APPROVED BY: _____SEL

_____ DF/A