



CITY OF MIDDLETOWN  
VACANCY ANNOUNCEMENT

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**POSITION TITLE:** ACCOUNTS CLERK II (PART-TIME)

**SALARY RANGE:** \$16.94 - \$25.06 per hour

**HOURS OF WORK:** Mon–Thu 12:30 p.m. – 4:30 p.m. & Fri 1:00 p.m. – 4:30 p.m. (19.5 hrs/wk)

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The City of Middletown is accepting applications for the position of **Account Clerk II (part-time)**. This position is located in the Public Works Department, Building Division. Completed City of Middletown *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on November 30, 2016**. Complete job description and application forms may be obtained in the Human Resources Division, Room 206, Middletown Municipal Building, 245 deKoven Drive, Middletown, Connecticut 06457; or, applications can be printed from our website at [www.cityofmiddletown.com](http://www.cityofmiddletown.com). Click on *Employment*. (Faxed or e-mailed applications are not accepted.)

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:** High School diploma or equivalent with vocational/technical training in Accounting or a related field with one year of responsible accounting/bookkeeping experience; or, any combination of education and experience that provides equivalent knowledge, skills and abilities.

Successful applicants must be able to demonstrate that they meet the above listed training and experience requirements, as stated on the application form, or application may be rejected.

**POSITION PURPOSE:** Performs bookkeeping and accounting functions in support of department operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Examples of):** Reviews purchase orders, invoices and related information for proper account coding, accuracy, vendor designation, correct prices, authorized signatures and other pertinent data, reviews and pays invoices; Prepares checks for payments; Prepares bank deposits or transfer of funds; Reconciles and balances accounts, funds and statements; Prepares a variety of financial statistical and narrative reports, prepares summaries; Posts journal entries, verifies postings, reconciles errors and re-enters information; Maintains logs, files, spreadsheets and databases; Responds to inquiries from other departments, employees, vendors and the public; Performs data entry, may enter payroll information; May prepare tax statements; and, Performs other related functions as assigned or required.

**CLOSING DATE:** Completed *Application for Employment* forms must be received in the Human Resources Division **no later than 4:30 p.m. on November 30, 2016**. Incomplete applications or resumes submitted without the completed application form will not be considered.

The City of Middletown provides reasonable accommodation to persons with disabilities in accordance with the American with Disabilities Act (ADA). If you need accommodation in the application or testing process, please contact the Human Resources Division prior to the application closing date or the testing date, whichever is applicable.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Issued: 11/02/16