

FISCAL ASSISTANT – FINANCE DEPARTMENT

Full Time – 35 hrs/week. Non-exempt, union position. Salary Range \$22.21- \$26.12_hour w/benefits. High school graduate including courses in accounting and business subjects and four (4) years relevant experience including experience with computerized accounting systems; or an Associate's degree in a business field and two (2) years related experience or an equivalent combination of training, education and experience.

Skilled in the use of a computer with proficiency using Microsoft Office tools (Word, Excel, Outlook) is required. Knowledge of database applications is preferred. Considerable knowledge of accounts payable accounting procedures and techniques. Knowledge of MUNIS accounting software is highly desired and preferred.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Performs related accounts payable computerized accounting, budget control and check preparation procedures
- Encumbers blank purchase orders and verifies, processes, logs and schedules invoices for payment
- Distributes checks to vendors and files documents
- Participates in year-end close out and turn around procedures, and the processing and distribution of IRS Form W-2
- Ability to follow oral and written instructions.
- Ability to organize and express thoughts and ideas through written and oral communications.
- Ability to maintain complex and confidential records and prepare accurate reports.
- Ability to establish and maintain effective working relationships with the public, Town officials, other departments and agencies, and office staff.

Background and credit check will be performed. **The Town of Stonington may conduct a urinalysis drug test as part of the application process if required. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.**

Applications are now being accepted in the Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378 and must be received by 3:30 pm on **FRIDAY, DECEMBER 4, 2015. E-MAIL OR FAX RESUMES WILL NOT BE ACCEPTED.** The Town of Stonington is an EOE.