

## Accountant

Part Time  
\$30,000-\$48,000

### Job Purpose

Under general supervision of the Director of Health performs responsible accounting and auditing work in the maintenance of the District's accounts. Maintains a system of accounts, prepares reconciliations and financial statements, and conducts internal audits. Applies professional accounting techniques to a variety of work situations.

### Essential Job Functions

- Monitors daily banking transactions and verifies prior day's entries.
- Assists in payroll posting, revenue entry and expenditures.
- Prepares and posts interest earnings, monthly inventory entries, and a variety of other transactions.
- Performs a variety of daily, monthly, annual reconciliations, including those related to payroll and related accounts.
- Assists in the preparation of the Comprehensive Annual Financial Report (CAFR) and other financial statements and reports.
- Assists in the completion and maintenance of general ledgers and financial reports.
- Monitors and reports on the financial performance of a variety of funds and investments.
- Maintains list of uncashed checks and correspondence with recipients of checks and the State of Connecticut.
- Researches past due amounts, as necessary.
- Takes various actions to ensure the timely and effective receipt of funds due the District.
- Assists in the preparation of technical work for conducting internal audits within the District as directed and collects information for such audits.
- May assist with grant accounting and prepares required grant reports.

### Knowledge, Skills, and Abilities

- \* Knowledge of accounting concepts, principles and practices
- \* Ability to learn the generally accepted accounting principles for state and local governments and apply such practices.

- \* Ability to apply governmental accounting knowledge to a variety of accounting transactions in the public sector.
- \* Ability to analyze and evaluate accounting problems and to recognize and develop pertinent accounting information.
- \* Ability to maintain confidentiality of sensitive reports and data.
- \* Ability to speak and write effectively and to establish effective working relationships with other employees and other department officials.
- \* Skilled in the operation of a personal computer and related software applications including Excel.

### Work Environment

Work is performed in a business office setting. Manages and coordinates multiple priorities adhering to established time frames. Performs varied and responsible functions requiring judgment to ensure compliance with applicable laws, rules, regulations as well as departmental policies, procedures, and methods. Must be mobile, able to push/pull light objects, occasionally lift objects up to 20 pounds. Must be able to perform such tasks as writing, filing, typing, using a calculator, and skills which require hand-eye coordination such as using a typewriter or computer. Must be able to sit for prolonged periods. Must be able to concentrate on fine details with occasional interruption, attend to tasks/functions for more than forty-five to sixty (45-60) minutes at a time, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts.

### Minimum Qualifications

Bachelor's degree in Accounting from an accredited four-year college or university with 0 - 2 years of experience in the field of professional accounting work.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Health District and the employee and is subject to change by the Health District as the needs of the Health District and requirements of the job change.

The West Hartford Bloomfield Health District is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

## Application Process

**APPLICATIONS WILL ONLY BE ACCEPTED ELECTRONICALLY.**

Application may be accessed from the Town of West Hartford website at [www.westhartford.org](http://www.westhartford.org). Applications must be completed no later than Friday, February 7, 2014, unless such date is extended by the Director of Employee Services.

*An Equal Opportunity/Affirmative Action Employer – M/F*