

JOB ANNOUNCEMENT

The City of Norwich announces a closed promotional and an open examination to fill a vacancy and establish an eligibility list for the following classification:

63191 - ACCOUNT CLERK II

Public Utilities Department

Open Until: May 17, 2023 at 04:30 PM EST

Rate of Pay: \$60,860.80 - \$74,089.60



General Description

Under general supervision, performs routine accounting and administrative tasks including but not limited to those involving accounts payable, accounts receivable, general ledger, and payroll. The Account Clerk II is a member of the finance team who ensures the integrity of the organization's accounting, and payroll, information and supports the continuous improvement of efficiency, productivity and accuracy within all finance processes. The three focus areas of responsibility for the Account Clerk II position include - Accounts Payable, Accounts Receivable, and Payroll. Employees in the Account Clerk II position will be cross trained to support all functions of the role.

Qualifications

Graduation from High School or must possess an equivalency high school diploma, with a minimum of three (3) years of accounting experience. Knowledge of accounting principles and techniques, and the ability to apply these techniques to a variety of accounting transactions, or an Associates degree in a business related field or equivalent college credits with coursework in accounting plus 1 year of Utility business experience. Must meet Bonding requirements.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

There is a City of Norwich residency requirement. You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

4/26/2023