Staff Accountant

Position Description
Supports the Finance Department in carrying out general bookkeeping activities, project management, and procurement. Will work closely with Finance Director to coordinating with project managers to ensure projects are on time and within budget. Will also be responsible for assisting in procurement and inventory management.

Management and Supervision
This position operates under, takes direction from, and reports to the Finance Director.

Essential Duties and Responsibilities
The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs general bookkeeping activities to assist in monthly close-out
- Assists Finance Director with creation of annual budgeting, accounting, and projections
- Assists Finance Director in procurement management
- Coordinates with planners to create and maintain project budgets and documents
- Oversees fixed asset inventory
- Works on special projects and initiatives as determined by management

Knowledge and Abilities
Knowledge of
- QuickBooks or similar accounting software
- Principles and practices of finance, accounting, budgeting, and reporting.
- Financial systems and financial analysis methods and techniques.
- Principles and practices of management including goal setting, program development, implementation and evaluation and staff development including supervision.
- Principles and practices of program and project management
- MS Office suite of applications, including TEAMs, SharePoint, Word, Excel, PowerPoint, and Access

Ability to
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Work with a high degree of accuracy in evaluation of data
- Prepare clear, concise, accurate and persuasive proposals, reports, correspondence, analytical studies and other written materials
- Compile comprehensive reports for state and federal agencies, as well as local municipalities

Education and Experience
Experience of accounting, bookkeeping, and/or project management is preferred. A bachelor’s degree from an accredited college or university within accounting, finance, or related field and 2+ years of related experience are preferred.
Physical Demands and Working Environment

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; and to verbally communicate to exchange information. Incumbents may be required to work extended hours including evenings and weekends.

Work is performed in a standard office environment with some travel to off-site locations.

Salary Range: $40,000 – 50,000 depending on qualifications & experience.

Benefits: Health, Disability, & Life Insurance | Pension Plan | Paid Holidays | Generous PTO

Submission: Please submit your Resume to Michael Szpryngel, Finance Director at jobs@nvcogct.gov