



TOWN OF WALLINGFORD

Open Competitive Examination

Department of Human Resources
Wallingford Town Hall
Room 301
45 South Main Street
Wallingford, Connecticut 06492
Telephone (203) 294-2080
Fax (203) 294-2084

APPRENTICE ACCOUNTANT

\$27.22 - \$32.68 (Hourly)

(Contract Currently Under Negotiation)

General Statement of Duties: Combines work experience with formal schooling in study of Municipal Accounting. According to assignment, may maintain or supervise maintenance of accounting records, examine and/or prepare vouchers, claims, invoices, payrolls, checks and other documents relating to fiscal matters, reconcile accounts and inventory records; maintain ledgers and records; assist in preparation of annual budget; prepare financial statements; do related work as required; under direction, may perform or supervise activities in Purchasing, or other offices as assigned. In addition to above, will participate in an educational program as approved by the Comptroller and Personnel Director, attending evening classes in subjects pertinent to Municipal Accounting at a recognized college or university.

Supervision Received: Works under the direction of the Comptroller or other designated supervisor.

Supervision Exercised: May exercise supervision as delegated by the Comptroller.

Required Knowledge, Skills, and Abilities: Must have the proper educational credits to be eligible for enrollment in evening classes in subjects pertinent to Municipal Accounting in a recognized college or university. Some knowledge of office management; some knowledge of accounting principles and methods; some knowledge of purchasing and inventory principles and methods; considerable ability to prepare and maintain comprehensive records; considerable ability to establish and maintain effective working relationships with subordinates, associates and the public; ability to operate or become proficient in operation of office machines; considerable ability in written and oral expression; ability to understand and interpret complex written or oral instructions; ability to analyze situations and use judgment in the solution of problems; ability to plan the work of others and to train and supervise for effective performance.

Qualifications: Not less than two (2) years of work experience involving clerical and general office responsibilities, plus graduation from high school, or its equivalent, which must be sufficient to permit entrance into classes pertaining to Municipal Accounting in a recognized college or university.

Fringe Benefits: Excellent Health Insurance Packages, Group Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave.

Application Forms: May be obtained at the Department Human Resources, Town of Wallingford, 45 South Main Street, Wallingford, CT 06492. Forms will be mailed upon request from the Department Human Resources or may be downloaded from the Department of Human Resources Web Page and emailed to wlfhdr@wallingfordct.gov.

Examination: Written – 100% **or** Oral – 100% **or** Background Evaluation – 100% **or** Written- 50%/Oral – 50% **or** Written 50%/Background Evaluation – 50% **or** Oral – 50%/Background Evaluation – 50%

Closing Date: The closing date will be the date the 50th application or resume is received or October 4, 2023, whichever occurs first.

THE TOWN OF WALLINGFORD IS AN EQUAL OPPORTUNITY EMPLOYER