

INTERNAL JOB POSTING

TOWN OF WALLINGFORD EMPLOYEES ONLY

Current full -time Classified Service
Town of Wallingford Employees Only

JOB OPENING NOTICE – BOARD OF EDUCATION

APPRENTICE ACCOUNTANT

12 months per year / 37 ½ hours per week

\$26.51 - \$34.53

(Hourly)

There is (1) one opening for an Apprentice Accountant at the Board of Education. The duties and requirements are indicated in the job description on the reverse side of this posting.

Current full-time Classified Service Town of Wallingford employees in the Town, Utilities and Board of Education who possess the minimum qualifications and wish to apply for this position may do so by submitting an up-dated application form on or before 5:00 P.M. on Monday, April 22, 2024.


James R. Hutt, Jr.
Human Resources Director

PLEASE RETURN APPLICATIONS TO:

TOWN HALL
HUMAN RESOURCES DEPARTMENT
ROOM 301
45 SOUTH MAIN STREET
WALLINGFORD, CT 06492

PLEASE RETURN BY: MONDAY, APRIL 22, 2024 - BEFORE 5:00 P.M.

Employees who fail to submit an updated application form for this opening will not have their names considered further in the selection process. Absolutely no exceptions will be made to this requirement.

POSTING DATE:

Wednesday, April 10, 2024

TOWN OF WALLINGFORD
DEPARTMENT OF PERSONNEL

APPRENTICE ACCOUNTANT

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 QUALIFICATIONS: KNOWLEDGE, SKILL AND ABILITY: 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.

REQUIRED EXPERIENCE AND TRAINING: 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.