

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: March 1, 2023

Closing Date: When Filled

FROM: Director of Administration/Procurement

DEPARTMENT: Finance

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Bookkeeper 1	5	\$25.17	\$25.17-\$29.41

PERMANENT: TEMPORARY: NO If Temporary, for how long? N/A WHICH SHIFT? Days

FULL TIME: HOURS: 35 PART TIME NO If part time, what hours or days? N/A

II. REASON FOR NEED

REPLACEMENT: Yes No ADDITION: Yes No

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Not less than 5 years' experience to include bookkeeping/account reconciliation in an active office environment. Munis experience a plus. Knowledge of Microsoft Office with a strong emphasis in Excel. Handles all purchasing for the Finance department, including entering purchase requisitions. Orders, distributes, and maintains supply inventory for Town Departments. Files and maintains invoices in proper order for retrieval. Completes all sales tax forms/W9 requests and certificates of insurance. Reconciles bank statements monthly and various other funds as deemed necessary. Handles and counts cash receipts from departments. Bank deposits twice a week and when needed. Provides backup to Accounts Receivable and switchboard when needed. Handles all facility maintenance and repair requests and processing of invoices. Prepares and brings mail to the mail room, maintains postage machine, copy machines and printers. Other duties as necessary.

Work principally involves sitting, walking, stooping, and reaching with hands and arms with finger dexterity to reach, push, or pull objects such as office supplies.

APPROVED BY: Michael J. [Signature] SEL

[Signature] DA/P