

**CITY OF DERBY
JOB POSTING**

Position: Assistant Finance Clerk
Department: Finance; Reports to Finance Director
Classification: Non-exempt
Full/Part-Time: Full-Time (35 hours/week)
Schedule: Monday-Wednesday 8:30am-5:00 pm Thursday 8:30am-6:00 pm and Friday 8:30am-12:30 pm
Rate of Pay: Per City Hall Employees Contract (Local 1303-259)
Current: \$27.78/hour
Closing date: Friday March 5, 2021

Job posting:

The City of Derby is seeking a full-time employee to support the Finance Director in the daily operations of the finance department. A full list of required duties can be found in the attached job description.

Minimum Qualifications:

A Bachelor's Degree in Finance, Accounting or related field or an Associate Degree and five (5) years relevant experience plus computer skills

Physical requirements:

- Ability to remain in a stationary position, often standing or sitting for prolonged periods
- Ability to bend, reach and perform other necessary movements to place documents in file cabinets
- Ability to work in a setting subject to continuous interruptions and background noises
- Ability to lift up to twenty-five (25) pounds occasionally.

Conditions of Employment:

Must pass drug test and criminal background check.

This position is subject to a probationary period of sixty (60) working days

A copy of the full job description is attached.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbyct.gov or at 203-736-1450 ext. 1221.

Please send completed applications to:
Ms. Pam Gagliardi
Administrative Assistant to the Mayor
1 Elizabeth Street
Derby, CT 06418

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Date Posted: 2/14/2021

Job Description

Job title	<i>Assistant Finance Clerk</i>
Reports to	<i>Finance Director</i>
Job Type	<i>Full time, non-exempt City Hall bargaining unit position</i>
Location	<i>Derby, CT</i>
Department	<i>Finance</i>

Job purpose

Under the supervision of the Finance Director, perform administrative and clerical duties to assist in the execution of the various functions of the finance department.

Essential duties and responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the position, and incumbents may expect to perform other related similar duties.

- Coordinate and submit payroll for all City Departments
- Record financial information (journal entries)
- Prepare and record deposit information as needed
- Advise employees, dependents and survivors of their benefits
- Review, process and reconciles all aspects of requisitions, purchases and payables

- Timely, weekly processing and administration of all payroll information to the payroll contract company and distribution of payroll checks to employees
- Assist employees with understanding and completion of payroll withholding items
- Track all employee sick, vacation and personal time off
- Execute positive pay transmissions and bank transfers
- Record all weekly payroll data in the financial management system and perform necessary reconciliations
- Review requisition orders for accuracy and completion, and then process
- Prepare, review, print and post batches of purchase orders
- Present purchase orders for signature by the department head and the Finance Committee
- Enter purchase orders for payment, run reports and post
- Run accounts payable checks, file all journals and post data
- Inform employees about benefits for themselves, dependents and beneficiaries
- Process retiree benefits and assist in the preparation of Post Employee Benefit report (OPEB)
- Make cash deposits at the bank, post accounts receivable and payables, sign vouchers for payments, prepare accounts payable checks and reconcile monthly bank statements
- Answer the telephone
- Assist in training new employees
- Assist other employees of the finance department and the auditor when necessary
- Process vendor, department head and other inquiries as needed
- Manage and track various economic and community development grants
- Adhere to State and/or Federal guidelines for tracking of grant funds and interface with staff from other agencies on all grant-related activities
- Perform other related duties as assigned by the Finance Director

Qualifications


- Bachelor's Degree in Finance, Accounting or related field or Associate Degree and five (5) years relevant experience

Required Knowledge, Abilities and Skills

- Proficiency with Microsoft Office Suite, Windows, Adobe, QuickBooks
- Experience working with financial management software (e.g. GEMS, MUNIS, Quality Data, etc.)
- Experience working with standard office equipment (copy machines, etc.)

- Familiarity with AIA documents
- Ability to work cooperatively with co-workers, supervisors and the general public
- Ability to communicate effectively, both orally and in writing
- Experience with state and federal grant management
- Attention to detail and timeliness
- Familiarity with standard accounting practices

**This job description is only subject to change with expressed mutual agreement between the City and the Union

Approved by:	 <div> <div>Richard Dziekan, Mayor</div> <div>City of Derby</div> </div> <div> <div>Angela Fenton</div> <div>President, Local 1303-259</div> </div>
Date approved:	1/14/2021