



**TOWN OF COLCHESTER/COLCHESTER PUBLIC SCHOOLS
FINANCE DEPARTMENT**

**POSITION ANNOUNCEMENT
NON UNION**

Job Title: Accountant
Salary Range: \$65,000-\$80,000 (dependent upon qualifications & experience)
Full-Time: Monday-Friday, 8:00 a.m. – 4:30 p.m. (40 hours/week).
Closing: 2:00 pm, Friday, January 17, 2020

Overview:

The Finance Department is responsible for maintaining all budgets, accounts and financial records of the Town and school district. This is a highly responsible position requiring strong financial management and analytical skills. This position involves the performance of a wide variety of professional accounting and financial control functions for a combined Finance Department. The successful candidate will have excellent interpersonal skills, be detail oriented and highly organized, able to recommend and administer policies and procedures, and be proficient in Microsoft Word and Excel. Experience in MUNIS financial software preferred.

Required Education & Experience:

Bachelor's Degree in accounting, finance, public or business administration or a related field from an accredited college or university, supplemented by at least three (3) years of progressive experience in public or governmental accounting, or an equivalent combination of training and experience. Designation or ability to achieve designation of Certified Public Finance Officer (GFOA) or Certified School Business Manager (SDE or ASBO).

Applications must be submitted at www.applitrack.com/colchester/onlineapp (select job openings listed under Finance) along with a resume and cover letter.

EOE/AA