

**Position: ACCOUNTANT**

**Municipality: STRATFORD, CONNECTICUT**

**Description:**

### **Accountant**

#### **Town of Stratford, Connecticut**

#### **Summary**

Under the supervision of the Assistant Finance Director or designee, this responsible accounting position involves the performance of a variety of accounting functions. The position comprises of reviewing, analyzing and recording of financial transactions in accordance with generally accepted accounting principles. It requires the preparation of monthly general and special purpose financial statements and reports for use by Town management. It also performs bank reconciliations, serves as the back-up for the payroll, accounts receivable, accounts payable and treasury functions. Accountant must compile and analyze financial information used in preparing budgets, official statements and a broad variety of specific-purpose reports. This position requires the employee to have considerable knowledge, skills in office procedures and the capacity to absorb complex and critical programs of information and accounting systems.

#### **Essential Functions**

1. Prepares and creates journal entries of various complexities including research and discrepancy resolutions.
2. Posts and reconciles the general cash and payroll ledgers, all trial balances, bank statements and resolves any differences in a timely manner.
3. Research, review, analyze, verify and posts financial transactions into the computerized accounting financial system.
4. Posts revenue receipts to the general ledger.
5. Prepares financial statements, including supplementary and supporting schedules, in accordance with generally accepted accounting principles.
6. Formulates special purpose financial reports and analyzes for use by senior management, grantors or other departments in the Town.
7. Maintains accounting records for the special projects, capital projects and grants.
8. Researches and provides information for budgets and official statements.
9. Acts in the official capacity for the payroll, accounts payable, receivables and treasury back-up functions.

10. Does the month-end and year-end reconciliation of accounts and support for external auditors as assigned.
11. Reconciles bank accounts and audits selected ledger accounts as directed by the Assistant Finance Director.

### **Qualifications**

A minimum of a Bachelor's degree in Accounting, Business Administration or a closely related field; minimum four years' experience in municipal or business environment; ability to deal effectively and positively with staff members; possess a strong knowledge of computerized accounting software plus Microsoft applications.

Salary Range: \$63,345.51 - \$79,177.41

### **Affirmative Action/Equal Opportunity Employer**

Please send application to:  
[mpancak@townofstratford.com](mailto:mpancak@townofstratford.com)

Applications may be found at:  
<https://www.stratfordct.gov/content/39832/39846/39917/default.aspx>

Town of Stratford  
Office of Human Resources  
2725 Main Street  
Stratford, Connecticut 06615