



JOB OPPORTUNITY

ACCOUNT CLERK I

Location: Public Works Department, Town Hall, 2 Renshaw Road, Darien, CT

Hours: 35 hours per week/8:30 a.m. – 4:30 p.m., Mon. – Fri.

Compensation: \$51,742 to \$64,035 DOE (Grade: TC-3)
(Eligible for full benefits package including health insurance, pension plan, life insurance, paid holidays, vacation, sick leave, personal leave, and short-term disability insurance.)

Closing Date: September 9, 2019

Job Summary: This class is accountable for performing routine and more complex account preparation and maintenance functions involving collections, billing, posting and filing in the Darien Public Works Department.

Supervision Received: Works under the supervision of an employee of a higher grade.

Examples of Essential Duties:

- Balances cash receipts and prepares monthly/annual statements and reports;
- Contacts vendors and contractors on a regular basis by telephone or in person on subject matter generally routine to the department but requiring some judgment in interpretation of applicable policies, rules and regulations under generally established guidelines;
- Does online entry of requisitions, purchase orders, vouchers, department reports, permits, specifications, dispositions, and other materials; files invoices and Call Before You Dig (CBYD) tickets;
- Issues permits and maintains related records;
- Performs responsible clerical work involving the maintenance of financial records such as ledgers and journals, posts charges or receipts;
- Prepares and maintains a variety of records; verifies addresses; verifies utility usage, and maintains control records;
- Uses Microsoft Office Suite software to process letters, forms, and financial statements;
- Works at reception counter answering questions from the general public and checking records for routine information; assists in the performance of other necessary Sewer Services related functions when required;
- May collect Town revenues, prepare reports on money collected; and will assist and serve as backup to the Office Administrator in the Public Works Department for certain functions;
- Prepares agenda for monthly Sewer Commission meetings; and

- Enters records including, but not limited to, municipal permits (e.g., residential and commercial dump permits) into appropriate software.

Minimum Qualifications:

- High school diploma or GED;
- Three (3) years of experience in office administration, accounting, financial record keeping or bookkeeping;
- Knowledge of grammar, spelling and punctuation;
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques;
- Ability to prioritize and multi-task;
- Ability to perform arithmetic computations;
- Strong oral and written communication skills;
- Interpersonal skills and previous experience interfacing with the public;
- Ability to deal with distressed or sometimes difficult clients who may be confrontational;
- Knowledge of Microsoft Office Suite (Excel, Word, Access & Outlook); and
- Ability to be trained and operate application software such as, but not limited to, PC Scale, Vend (P.O.S.), MUNIS, Q-Alert (Citizen Service Software) and NOVATime.

Application Procedure: Individuals interested in applying for the position should submit the following documents: (1) cover letter, (2) resume and (3) Town Employment Application to kdunn@darienct.gov (Reference "Account Clerk I" in the subject line and submit attachments in Word or PDF format) or mail to Karen Dunn, Human Resources Department, Town of Darien, 2 Renshaw Road, Darien, CT 06820. The [Employment Application](#) is available on the Human Resources website.

The Town of Darien is an equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town when necessary.

Posted: 08-21-2019