

JOB ANNOUNCEMENT

The City of Norwich announces an open examination to fill a vacancy and establish an eligibility list for the following classification:

65945 – HUMAN SERVICES ADMINISTRATIVE COORDINATOR

Human Services

Open Until: Monday August 28, 2023 at 04:30 PM EST

Rate of Pay: \$63,922.07 - \$69,480.50



General Description

This is very responsible clerical, administrative and accounting support work involving the performance of varied accounting related duties and office support functions. Work involves responsibility for providing a high level of bookkeeping, accounting and financial reporting to the Human Services Department. Duties include compiling and preparing statistical reports, data entry and retrieval, administration of various state, federal and local, billing, processing third party reimbursement accounts and supervision of the accounting staff. This position also has the responsibility for making difficult program administration decisions related to financial reporting payment authorization and work prioritization. The work requires that the employee have considerable knowledge, skill and ability in the administrative procedures of the department, computer applications and administrative techniques.

Qualifications

An associate's degree in accounting plus three years of recent progressively responsible automated accounting experience. Other combinations of education and qualifying experience may be considered.

Important Information

In order to be considered, applicants must demonstrate on their application they meet the minimum qualifications as stated in the job announcement.

You must reside within the State of Connecticut, 60 miles from Norwich within one year of appointment.

The complete job description is available online.

Examination will consist of 100% Written.

To apply visit our website at www.norwichct.org/hr.
For questions or additional information, call (860) 823-3836.
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

SAK
8/7/2023