



Fiscal Administrative Assistant

Salary Range \$30,000 to \$40,000 Yearly

20 Hour Work Week

The Connecticut Port Authority (CPA), located in Old Saybrook, Connecticut, is a quasi-public agency responsible for marketing and coordinating the development of the state's ports and maritime economy. It is the mission of the CPA to grow Connecticut's economy and create jobs by strategically investing in the state's three deepwater ports and small harbors to enable each to maximize its own economic potential.

We are currently seeking a part-time Fiscal Administrative Assistant who will be accountable for performing a combination of basic paraprofessional work and highly complex clerical work in fiscal and administrative functions. The selected candidate will work in our office located at 455 Boston Post Road - Suite 204, Old Saybrook, CT. While remote work will be permitted during the COVID-19 global pandemic, the position will require some in office work, subject to the State of Connecticut's COVID-19 guidance in effect.

Successful candidates should have a good working knowledge of accounts receivable, accounts payable and payroll bookkeeping principles, methods and practices; working knowledge of accounting principles and methods and ability to apply and adapt established methods to varied financial transactions; working knowledge of agency procedures, rules and payroll structures; ability to maintain financial records of some complexity and to prepare reports and statements; ability to write routine agency financial reports; ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately; working knowledge of modern office equipment, practices and procedures, and ability to acquire a working knowledge of agency's computer systems; ability to establish and maintain effective working relationships with other employees and the public.

SUPERVISION RECEIVED

Works under the direct supervision of the Finance Director and management employee of a higher grade. Works independently with acquired experience.

EXAMPLES OF DUTIES

Independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable and accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in the preparation of complex financial statements; calculates rates involving formulas, gathers and consolidates payroll and expenditure data for budget preparation; ensures that expenditures are within appropriation limits; reviews routine expenditures for compliance with itemized budgets; utilizes electronic systems for financial records and reports; independently performs purchasing functions including preparing and processing purchase orders and requisitions and preparing requests for proposals; ensures that routine payments are in

compliance with contract provisions; reconciles all monthly bank statements and prepares necessary journal entries for the Finance Director's approval; reviews revenues and expenditures for all accounts ensuring data is recorded in the CPA's financial system accurately; ensures compliance with CPA's accounting policies and procedures, monitors internal control of cash receipts and check receipts; generates monthly revenue and expenditure reports; may perform routine agency human resource functions, performs related duties as required.

KNOWLEDGE, SKILL AND ABILITY

Knowledge of bookkeeping, financial record keeping and basic accounting principles and practices; knowledge of basic procedures of budget preparation and control; knowledge of payroll procedures, purchasing procedures and contract preparation; basic interpersonal skills; oral and written communications skills; ability to audit financial documents; ability to understand and apply statutes.

MINIMUM QUALIFICATIONS – GENERAL EXPERIENCE

A high school diploma and four years of increasingly responsible bookkeeping or accounts clerical experience; or any equivalent combination of experience which demonstrates possession of the required knowledge, skills and abilities.

College training may be substituted for the general experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of two (2) years.

REQUIRED QUALIFICATIONS

Experience with Quickbooks is required.

PREFERRED QUALIFICATIONS

Experience with Microsoft Office Suite, particularly Excel
Familiarity with the State of Connecticut's CORE-CT financial system.

RESUME SUBMISSION

Please forward cover letter and resume via email to:

info@ctportauthority.com with subject line: **Fiscal Administrative Assistant and your Last Name**

Closing Date: February 19, 2021

Affirmative Action/Equal Opportunity Employer