

# **CITY OF MANCHESTER**

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

TEL: 603-624-6543 (VOICE/TTY)

FAX: 603-628-6065

APPLY ONLINE AT: [www.Manchesternh.gov](http://www.Manchesternh.gov)



## **ACCOUNTANT II**

(Announcement # R-051-14)

Grade 17

Starting Pay: 42,701.53 per year – plus extensive benefits package

Exempt

### **THE JOB:**

Performs technical accounting, financial recording and analysis duties. Compiles comprehensive financial reports; prepares specialized technical accounting reports, including Balance Sheets, Income Statements, and Statements of Cash Flows; reviews and audits postings to general ledger, balancing and proofing monthly statements; supervises accounting staff. Performs related duties.

### **MINIMUM**

### **QUALIFICATIONS:**

Bachelor's Degree with a major in Accounting, supplemented by four to six years accounting experience; or an equivalent combination of training and experience. HTE experience desired.

**NOTE: Offer of hire conditional on candidate's ability to perform essential job functions, with or without accommodations, as determined by medical exam, including alcohol and drug tests and a comprehensive background check.**

### **APPLICATION**

### **PROCEDURES:**

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at above address.

### **OPENING DATE:**

Tuesday, September 30, 2014

**CLOSING DATE:** Open Until Filled

### **OFFICE HOURS:**

Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

**The City of Manchester is an  
Equal Employment Opportunity Employer**

**\*\*\*PLEASE POST\*\*\***

*THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST*