

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT

ONE CITY HALL PLAZA

MANCHESTER, NH 03101

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

FAX: 603-628-6065

WEB SITE: www.ManchesterNH.gov



ACCOUNTING SPECIALIST II – PART TIME

(Announcement Number R-48-15)

Grade 12

Starting Pay: \$14.63 per hour – 30 hours per week

THE JOB:

Performs a wide variety of administrative support, technical accounts processing and financial recording duties; performs directly related work as required.

MINIMUM

QUALIFICATIONS:

Graduation from High School or possession of a GED, preferably supplemented by additional training in accounting; and considerable experience in financial transaction operations; or any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

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

APPLICATION

PROCEDURES:

Candidates must complete a City of Manchester Employment Application available at the City of Manchester website www.manchesternh.gov/jobs or in person at the Human Resources Department, One City Hall Plaza, Manchester, NH – located in the City Hall Annex lower level. Submission of a resume is optional.

OPENING DATE:

June 26, 2015

CLOSING DATE: Tuesday, July 21, 2015

OFFICE HOURS:

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

Equal Employment Opportunity Employer

*****PLEASE POST*****