

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 TECHNICIAN – WATER DEPARTMENT

(Announcement Number R-39-15)

Grade 14

Starting Pay: \$16.75 per hour – plus comprehensive benefits package

THE JOB:

Performs budget preparation, administration and related accounting duties; performs directly related work as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with an Associate's Degree in Accounting; and some experience in accounting operations within a municipality; 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, City Hall Annex. Submission of a resume is optional.

OPENING DATE:

June 1, 2015

CLOSING DATE: Open Until Filled

OFFICE HOURS:

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

Equal Employment Opportunity Employer

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