

**TOWN OF WOODBRIDGE**  
**ACCOUNTANT I POSITION OPENING - FINANCE OFFICE**

Forty (40) hours per week. Position requires a thorough working knowledge of basic accounting, bookkeeping and all aspects of accounts payable. Candidate must be proficient using various computer programs including Microsoft Word, MUNIS, Outlook, and Excel. The ability to learn other computer programs will be required. This is a union position (AFSCME) with an excellent benefits package.

General responsibilities include but are not limited to:

- Create journal entries
- Analyze and reconcile special accounts
- Create accounts receivable invoices
- Maintain, distribute, and reconcile petty cash
- Maintain vehicle Certificates of Origins
- Prepare personal property report for assessor's office
- Prepare W-9 and tax exemption forms for authorized signatures and distribute
- Prepare, process, and issue 1099's
- Maintain vendor master data file for payables and purchasing
- Process purchase requisitions into purchase orders for approvals and distribute
- Approve and code key invoices for accounts payable processing
- Oversee data entries by multiple departments of purchase order requisitions, accounts payable invoices, and check requests
- Prepare finance purchase order requisitions, invoices, and check requests
- Process accounts payable checks for Town and Board of Education
- Work on special projects as directed by the Finance Director

Candidate shall have the ability to work independently as well as a member of a team. Requires a strong attention to detail.

Successful candidate must have a BA in accounting or minimum 10 years recent bookkeeping experience of which 5 years must be accounts payable related and include basic accounting. Accounts payable experience in MUNIS is strongly preferred. Experience in payroll a plus.

The Town of Woodbridge is an equal opportunity employer

**Return application materials no later than 3:00 p.m. on May 13, 2022 to:**

**Anthony Genovese, Administrative Officer / Director of Finance**  
**11 Meetinghouse Lane**  
**Woodbridge, CT 06525**  
**[agenovese@woodbridgect.org](mailto:agenovese@woodbridgect.org)**

**Posted: April 21, 2022**