

Employment

Municipality: Greater Hartford Transit District

Position: Accounting Assistant

Employment Type: Part-Time

Close Date: August 17, 2018

The Greater Hartford Transit District is looking for a part-time Accounting Assistant to perform daily accounting tasks that will support our accounting team. Accounting Assistant responsibilities include the handling of invoices, expense reports, disbursements, invoice and accounts payable reconciliation, fares reconciliation, maintaining records and filing, and participate in annual audits. Perform other related duties as assigned by Director of Fiscal and/or Executive Director.

Hours of work are up to 20 hours/week. Preferred candidate will be subject to background check and drug test. Resume and cover letter can be emailed to GHTDTemp@ghtd.org. Resume deadline: August 17, 2018. Telephone calls not accepted.

Job Requirements:

Work experience as an Accounting Assistant. Knowledge of basic accounts payable procedures. Good math skills and the ability to spot numerical errors. Hands-on experience with Word & Excel and accounting software. Excellent organization skills. Strong oral and written communication skills. Ability to meet deadlines, work independently or as part of a team. Excellent customer services both internal and external. Familiar with MAS 90 accounting software is a plus.

The District is an equal opportunity employer, and encourages applications from minorities, females, and persons with disabilities.