

**EASTERN CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY**

**CASH ACCOUNTING CLERK
BURSAR'S OFFICE**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: On the current active Financial Clerk examination list, or permanent state employees who currently hold the title of Cash Accounting Clerk or Financial Clerk.
Location: Bursar's Office, ECSU, Willimantic, CT
Job Posting No: 78710
Hours: 8:00am to 5:00pm
Salary: \$35,569 - \$45,295
Closing Date: July 19, 2013

Eligibility Requirement: Candidates on the current active Financial Clerk exam list or permanent state employees who have permanent status in the title of Cash Accounting Clerk or Financial Clerk. The current exam list was promulgated June 21, 2013 and expires June 20, 2014. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Duties include but are not limited to:

Performs the following duties to receive funds, to disburse funds, and to record monetary transactions: Receives cash or checks in person or by mail; counts money to verify amounts and issues receipts for funds received; issues change and cashes checks; compares totals on cash register with amount of currency in register to verify balances; endorses checks and totals cash and checks for bank deposit; prepares bank deposit slips; withdraws cash from bank accounts and keeps custody of cash fund; searches files (manually or using a computer) for proper account information; posts data to accounts and balances receipts and disbursements; answers questions in person or by phone regarding account status; compiles collection and disbursement reports; performs related general office work (typing, filing, etc.) as required.

Knowledge, Skills and Abilities:

Knowledge of accounting codes; knowledge of general office procedures; basic bookkeeping skills; interpersonal skills; ability to handle large amounts of money; ability to perform general clerical tasks; ability to operate a variety of office equipment which includes personal computers and electronic equipment, cash registers and check writing machines.

General Experience: Two (2) years' experience in accounting, financial record keeping or bookkeeping.

Substitution Allowed: College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Individuals with Reemployment/SEBAC rights must be given first preference for this position.

Application Instructions: Interested and qualified candidates who meet the above requirements should complete an Eastern Application as well as send a cover letter, a resume, along with three letters of reference to La Shawn McBride, Office of Human Resources, Gelsi & Young Hall, 83 Windham Street, Willimantic, CT 06226. To access the application click the following link: <http://www.easternct.edu/humanresources/Emapp.pdf>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.