



NECCOG

Northeastern Connecticut Council of Governments

Ashford - Brooklyn - Canterbury - Chaplin - Eastford - Hampton - Killingly - Plainfield
Pomfret - Putnam - Scotland - Sterling - Thompson - Union - Voluntown - Woodstock

Results through Regionalism

Fiscal and Administrative Assistant

The Northeastern Connecticut Council of Governments (NECCOG) has an immediate opening for the position of Fiscal and Administrative Assistant. NECCOG - necog.org - is one of nine regional councils of governments in Connecticut and has 16 member towns. NECCOG provides a range of services for its member towns including: Animal Control, Property Revaluation, Engineering, Transit Administration, Land Use Planning, Economic Development and Grants Administration.

Duties include:

Fiscal tasks such as processing invoice payments; grant management - including monitoring, reporting and managing the organization's grants; independently performs bookkeeping and basic accounting activities such as maintaining, balancing, and reconciling an interrelated group of accounts; independently accountable for an accounts receivable or accounts payable process including varied and complex procedures and activities; prepares simple financial statements and assists in preparation of complex financial statements; gathers and consolidates payroll and expenditure data for budget preparation; may perform routine agency human resource functions; performs related duties as required.

Administrative and business tasks such as phone call routing, general e-mail routing, and performing reception tasks for visitors; providing administrative support for monthly and special NECCOG meetings; general filing and data entry; and assisting the Fiscal Director and other staff as needed.

Skills:

Applicants must be well organized, detail oriented, able to prioritize among tasks; and able to use financial and human resource management software; knowledge of bookkeeping, financial record keeping and basic governmental accounting principles and practices; some knowledge of human resources and payroll procedures, purchasing procedures; basic interpersonal skills; oral and written communication skills; considerable ability in arithmetic computations. Applicants must demonstrate the ability to complete time-sensitive tasks, be flexibility, initiative, and possess good interpersonal skills, Applicants must be proficient in Microsoft Word and Excel. Stronger applicants will have experience with basic accounting and grants management.

Education and Experience:

Applicants should have at least two years of higher education (Accounting/Business preferred) and at least three years of relevant experience, or a high school diploma and at least five years of relevant experience in complex clerical work in one or more fiscal/administrative functions such as accounting, accounts examining, budget management, grant administration, human resources, payroll, or purchasing.

Compensation:

Compensation will include salary and benefits. Salary will be in the mid-\$40K to low-\$50K. Benefits include health insurance, retirement plan, paid vacation and sick leave.

Applications will be accepted until position is filled. To apply for this position, email a cover letter, resume, salary history and three business references to: necogoffices@necog.org.

NECCOG is an equal opportunity/affirmative action employer