

Job Opening

PRINCIPAL ACCOUNT CLERK

Metropolitan District Commission

Hartford

Overview:

The **Metropolitan District Commission (MDC)** is a non-profit municipal organization that provides potable water, sewerage services and other environmental services to the Hartford region. We are accepting resumes for the position of Principal Account Clerk.

Position Description:

The individual in this position will perform highly responsible account clerical work at the advanced level involving the processing and review of very complex financial transactions and will perform a variety of account clerical duties requiring auditing or pre-auditing of transactions. Duties include the processing of bills and receipts and handling of cash. This position also has the responsibility for making important recordkeeping and processing decisions requiring sound judgment. The position involves substantial interaction with the public.

Qualifications:

Qualifications include a high school diploma or the equivalent, including some course work in accounting at the college level, plus four years of progressively responsible account clerical experience including contact with the public. An associate's degree in accounting, finance or a related field is desirable. The position requires strong knowledge of Excel and Word. Familiarity with SAP business application is strongly preferred.

Salary/Benefits:

Salary range is \$23.81 to \$28.57 per hour plus an excellent benefits package including vacation, sick and holiday pay, health and dental insurance, and a pension plan.

To Apply:

Application deadline is Friday, August 7, 2009. To apply online, go to www.themdc.iapplicants.com. Applications will only be accepted via this method.

Applicants are strongly urged to answer all screening questions included in the application process. Metropolitan District Commission, Human Resources Department, 555 Main Street P. O. Box 800, Hartford, CT 06142-0800.

The MDC **seeks** to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are **strongly encouraged** to apply. The selected candidate will be required to pass a pre-employment physical and drug screening. The District conducts thorough background checks on prospective employees. EOE/AA/M/F/D/V

Job ID # 10063259

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