

# The Capitol Region Council of Governments

## Accountant



To apply send your  
resume and cover letter  
to: Cheryl Assis

[cassis@crcog.org](mailto:cassis@crcog.org)

Or

CRCOG

241 Main Street; 4th  
Floor

Hartford, CT 06106

The Capitol Region Council of Governments introduces a great opportunity to become an Accountant.

The Capitol Region Council of Governments (CRCOG) is a voluntary Council of Governments formed to initiate and implement regional programs of benefit to the towns and the region. It is guided by the chief elected officials of our 38 Metro Hartford municipalities. The mayors, first selectmen, and town council chairs who make up our governing Policy Board recognize that the future of our individual members is tied to the future of our region. Accordingly, our members have collaborated for more than 50 years on a wide range of projects to benefit our towns individually and the region. CRCOG is the largest of Connecticut's nine regional planning organizations and serves as the Metropolitan Planning Organization (MPO) for the Metro Hartford area.

This position reports to the Principal Finance Officer. The incumbent exercises considerable initiative and independent judgment within an assigned area of responsibility, and work is subject to evaluation based on results obtained.

This is a **Full Time** position (35 hours/week)

Salary (FY22-23): \$55,443—\$ 69,537

CRCOG is an Equal Opportunity Employer



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### Summary of Position

CRCOG seeks a qualified professional to perform Accountant activities. The primary duties for the person selected for this position will be to manage contracts, accounts payable and receivables and finance reporting and submissions to various agencies.

### Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Contract Management (maintain contract documents, track end dates, and reporting requirements)
- Create and track Purchase Orders
- Reconcile bank statements
- Create and reconcile monthly entries and help with monthly closings
- Reconcile leave balances
- Issue checks
- Financial reporting for various grants and granting agencies
- Submit Federal Accounts Receivable
- Submit items to Core-CT (Connecticut state government's financial system)
- Accounts Receivable monthly review and follow-up
- Assist Finance Officer in audit

### Desirable Knowledge, Skills, and Abilities

Knowledge of: Accepted accounting principles and practices. Principles of financial administration, including budgeting and reporting. Automated financial management systems. Computer equipment and advanced uses of word processing, spreadsheet, graphics, database and other software.

Ability to apply accounting principles to the maintenance of financial and accounting transactions and audit of financial records; think critically; be detail oriented; examine and verify financial documents and reports; accurately process a large volume of paperwork; organize, set priorities, and exercise sound independent judgment within areas of responsibility; organize and maintain complex financial files; communicate clearly and effectively orally and in writing; prepare clear, accurate records and reports; and establish and maintain highly effective working relationships with managers, staff, and others encountered in the course of work.

### Minimum Training and Experience

Bachelor's degree from an accredited college or university with major course work in accounting or a combination of training and work experience that demonstrates the knowledge and ability to perform the duties. Accounting experience is preferred.

### Physical Demands and Working Environment

Primary Functions require sufficient physical ability and mobility to work in an office setting. This position is currently hybrid.

### Contact Information

Please address your resume and a cover letter to Ms. Cheryl Assis, Director of Public Safety and Homeland Security. Electronic submissions are preferred and should be sent to [cassis@crcog.org](mailto:cassis@crcog.org), with the subject of the email 'Accountant'. Resumes should be received by May 20, 2022, but the position will remain open until filled. CRCOG is an Equal Opportunity Employer. EOE/M/H/F