

**TOWN OF GROTON
NOTICE OF JOB OPENING**

POSITION:

FINANCIAL ASSISTANT II
Finance Department, Payroll
Full-time, 40 hours per week

SALARY RANGE:

\$25.98 - \$29.85

REQUIRED QUALIFICATIONS:

The skills and knowledge required would generally be acquired with a high school education with course work in Commercial Arithmetic and Bookkeeping and 6 years of responsible clerical bookkeeping experience, or a Bachelor's Degree and 2 years related experience or an Associates Degree and 4 years related experience, or an equivalent combination of education and experience. Ability to operate data processing equipment.

Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office on or before the application deadline. Documentation supporting the need for this accommodation may be required.

SELECTION PROCEDURE:

Review of background and experience with best qualified candidates eligible for written &/or oral examination.

APPLICATION PROCEDURE:

Applications are available in the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or www.groton-ct.gov . Applications must be returned on or before **July 11, 2018.**

Robert Zagami
Director of Human Resources/Risk Management