



**City of Portland
Job Opportunities
November 10, 2022**

FINANCE DEPARTMENT

SENIOR ACCOUNTANT – FINANCE

The Finance Department Senior Accountant will assist in a wide variety of finance and accounting duties. Key responsibilities include A/P check runs, processing monthly bills, grant setups and reporting, adding fixed assets and monitoring capital improvement projects, month-end and account reconciliations and other duties as assigned. Requires a Bachelor's Degree in Accounting, Finance or Business (with sufficient coursework in accounting), or a two-year degree and experience, applied knowledge of accounting principles, intermediate data entry and Excel skills and an aptitude to learn new financial systems. Experience with auditors and preparing audit schedules, government fund accounting, MAAP and Uniform Guidance preparation a plus. Must be able to work independently, demonstrate critical thinking with attention to detail and accuracy. Offers of employment are contingent upon the completion of a satisfactory background check.

Pro-Tech Union position - Grade 7 – Starting salary range \$50,095.76 - \$56,374.76/year.

Accepting applications until Monday, November 28, 2022.

To APPLY for this position, please click here:

<https://selfservice.portlandmaine.gov/ess/EmploymentOpportunities/JobDetail.aspx?req=359&sreq=5&form=1000&desc=SENIOR%20ACCOUNTANT-%20FINANCE>

City Benefits

Permanent employees receive a generous benefits package that includes paid holidays; employee health insurance; sick and vacation leave; optional life, dental, vision and income protection insurances; choice of retirement plans; and tuition reduction program with the University of Southern Maine and Thomas College.

The City of Portland is strongly committed to diversity in its workforce.

Women and Minorities are encouraged to apply.

We are an Affirmative Action/Equal Employment Opportunity employer.

*****COVID-19 Vaccine Mandate*** For the safety of our employees and our constituents, the City of Portland requires that new employees be fully vaccinated against COVID-19 prior to the start of employment. Candidates may request an accommodation for medical reasons or sincerely held religious beliefs at the conditional offer stage.**

For questions contact Human Resources by email at jobs@portlandmaine.gov or 207-874-8624.

City Job Opportunities Website: www.portlandmaine.gov/Jobs