

**TOWN OF GROTON  
NOTICE OF JOB OPENING**

**POSITION:** ACCOUNTING MANAGER/TREASURER  
Non-union, full-time position, 40 hours/week

**SALARY RANGE:** \$82,162 - \$96,794

**REQUIRED QUALIFICATIONS:** The skills and knowledge required would generally be acquired with a Bachelor's Degree in Accounting or Business/Public Administration, and eight (8) years' experience in responsible banking investment advisory and/or municipal accounting work; or a Master's Degree in Accounting or Business/Public Administration, or some closely related field and six (6) years' experience in responsible banking or investment advisory work. A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements. Familiarity with public accounting procedures desirable. Designation as Certified Public Accountant preferred. Ability to acquire skills to use electronic data processing equipment in the receiving and investment of Town funds.

Criminal background, drug testing and driving record checks required prior to employment.

**REQUIRED CERTIFICATIONS/LICENSES:** Valid Motor Vehicle Operator's License.

**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 applications/resumes with best qualified candidates eligible for oral interview.

**APPLICATION PROCEDURE:** Applications are available at the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or at [www.groton-ct.gov](http://www.groton-ct.gov) Applications must be returned to the Human Resources Office on or before **April 18, 2017.**

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Robert Zagami  
Director of Human Resources/Risk Management