



# TOWN OF BROOKLYN

P.O. Box 356 - Route 6 and 169  
BROOKLYN, CONNECTICUT 06234

OFFICE OF THE SELECTMEN  
(860) 779-3411 Option 2

TOWN CLERK  
(860) 779-3411 Option 4

TAX COLLECTOR  
(860) 779-3411 Option 5

ASSESSOR  
(860) 779-3411 Option 6

---

**POSITION TITLE:** Town of Brooklyn Finance Assistant  
**REPORTS TO:** Finance Director  
**SALARY:** Per contract, based on qualifications and experience  
**UNION ELIGIBLE:** Yes  
**BENEFIT ELIGIBLE:** Yes  
**SCHEDULE:** 40 hours / Monday – Friday (8:00am – 4:00pm) \*

*\*summer hours available June -August*

---

## Essential Functions:

- Must maintain confidentiality at all times
- Accounts reconciliation
- Willingness to learn all functions of the business office including revenue management
- Independent thinker and problem solver
- Ability to take oral & written direction
- Maintain orderly financial records in response to request to reconcile or conduct audits
- Ability to run payroll: working hours, manage paid time off, holidays and unpaid time
- Strong understanding of accounts payable and receivables
- Promote good public relations by personal appearance, attitude and conversation
- Performs any and all other duties as assigned by the Finance/Business Manager

## Qualifications:

- Minimum of a high school diploma, degree in accounting or related field preferred
- Minimum (2) years financial experience preferred

## Required knowledge and skills:

- Knowledge of and ability to use a personal computer, accounting and attendance software
- Ability to work collaboratively with finance team as well as working independently
- Effectively communicate both orally and in writing
- Demonstrate good moral character, sound judgment, and strong time management skills
- iVisions software experience preferred

## Benefits:

- Pay as determined by 1303 union contract and experience
- Full-time, 40 hours/week
- Medical/Vision, Dental, Life Insurance, Pension, PTO

*Interested candidates need to complete the online application on the Town of Brooklyn website <https://www.brooklyncct.org/> and forward resume/cover letter to Lori Gilpin, HR Director [gilpin@brooklynschools.org](mailto:gilpin@brooklynschools.org)*