

**\*\*Job Posting:\*\*** District Clerk – Putnam Special Services District

**\*\*Location:\*\*** Putnam, CT

**\*\*Position Type:\*\*** Full-Time (flexible options considered)

**\*\*Application Deadline:\*\*** June 20, 2025

**\*\*Salary:\*\*** Commensurate with experience

The Putnam Special Services District seeks a meticulous and proactive District Clerk to join our team. This critical role ensures the smooth operation of financial and administrative functions, maintaining accuracy, compliance, and efficiency in all fiscal activities.

**\*\*Key Responsibilities:\*\***

- Develop and prepare the annual budget for the Special Services District.
- Perform accounting tasks, including accurate general ledger entries using financial management software.
- Process accounts receivable and ensure timely collections.
- Collaborate with the Tax Collector to reconcile tax receipts with the general ledger.
- Monitor and manage budgets, tracking revenue and expenditures.
- Conduct regular bank statement reconciliations.
- Oversee payroll processing, quarterly filings, year-end W-2s, and related filings.
- Prepare agendas and attend monthly board meetings.
- Handle additional administrative and financial tasks as needed.

**\*\*Qualifications:\*\***

- Proficiency in Microsoft 365, including Excel and Word (required).
- Strong understanding of payroll processing and fundamental accounting principles.
- Ability to work independently and collaboratively, with exceptional attention to detail.
- Excellent organizational and time-management skills.
- Experience in municipal accounting or a related field (preferred).
- Familiarity with Infinite Visions software (preferred).

**\*\*Why Join Us?\***

Become a cornerstone of our community-focused team, contributing to the financial integrity and operational success of the Putnam Special Services District.

**\*\*How to Apply:\*\***

Submit your resume, a cover letter detailing your qualifications, and three professional references to [ssd@putnampolice.com](mailto:ssd@putnampolice.com) by June 20, 2025.

The Putnam Special Services District is an Equal Opportunity Employer. We appreciate all applications; however, only candidates selected for an interview will be contacted.