



North Central District Health Department

- ☐ Enfield—31 North Main Street, Enfield, CT 06082 * (860) 745-0383 Fax (860) 745-3188
- ☐ Vernon—375 Hartford Turnpike, Room 120, Vernon, CT 06066 * (860) 872-1501 Fax (860) 872 1531
- ☐ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 * (860) 465-3033 Fax (860) 465-3034
- ☐ Stafford—Town Hall, 1 Main Street, Stafford Springs, CT 06076 * (860) 684-5609 Fax (860) 684-1768

Patrice A. Sulik, MPH, R.S.
Director of Health

Job Description Part-Time (PT) Bookkeeper, COVID-19 Focus

Summary:

This is a part-time, grant funded position for 19 hours per week. The PT Bookkeeper will support tracking of time and expenses related to COVID-19 response. This position will report to the Director of Health but will work closely with the Full-Time (FT) Bookkeeper.

Duties & Responsibilities (Illustrative):

- Maintain records tracking staff time related to COVID-19 response.
- Maintain grant financial records related to COVID-19 response.
- Data entry and tasks associated with maintaining financial records.
- Support financial reporting efforts for COVID-19 funding.

Knowledge, Skills and Abilities:

- Proficient with Sage accounting software and Microsoft Excel
- Proficient with data entry and accuracy
- Ability to work well with others.

Education and/or Experience:

- Associates Degree in bookkeeping or accounting
- Minimum two (2) years of bookkeeping experience

Salary:

- Salary commensurate with experience.

The North Central District Health Department is an Affirmative Action/Equal Opportunity Employer.