

**CITY OF NEW LONDON
CONNECTICUT**

**RECRUITING ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER**

Position title: Project Manager: Financial System Conversion

Salary: \$70,000-\$90,000/yr. DOE

General Description of Job:

Responsible and authorized to make decisions related to scope, scheduling, and task assignment of projects. Communicate decisions and commitments in a timely and efficient manner. Oversee the contract management, planning, implementation management and team management of the project.

Minimum Qualifications:

- Master's degree in Accounting, Business Administration or Public Administration, Bachelor's degree in Accounting/Business Administration.
- Strong knowledge in Governmental Fund, Grant and Project Accounting.
- Proficiency with Governmental Financial Software, preferably with both Sungard and Munis and experience with system conversions, user profiles, account security and account structure.
- Familiarity with the State of Connecticut's new Uniform Chart of Accounts as well as reporting requirements of Connecticut Municipalities and School Districts.

Special Qualifications:

- Leadership skills, time management, math, budgeting, analytical skills

Examination*:

Application Review	Interview	Physical and background
(Weighted 100%)	(Pass/Fail)	(Pass/Fail)

* *Each* portion of the examination process **must** receive a passing score of 70% or more in order to proceed to the next phase of the examination process. **City of New London reserves the right to only move forward a select number of applicants to the department interview.**

Employment Benefits:

Liberal fringe benefits – United Health Care Oxford medical, Cigna dental, CVS Caremark Prescription , 401a defined contribution plan, Life Insurance, Sick Leave, Vacation and Holidays, Worker Compensation.

How to Obtain Information:

For an application and detailed job specifications, apply to the Personnel Office, 13 Masonic Street, New London, CT 06320 or visit the City of New London website at: www.ci.new-london.ct.us. Application may be dropped off or emailed to Jobs@ci.new-london.ct.us Closing date is July 25, 2018, 3:00 p.m., EOE MFH

The application must be submitted before **July 25, 2018 at 3:00 P.M.**

FLSA: Exempt
Grade: 22
Location: Finance
Approved by Personnel Board: 6.25.2018
Concurred Union: N/A
Hours: 35

PROJECT MANAGER: FINANCIAL SYSTEM CONVERSION

GENERAL STATEMENT OF DUTIES:

Responsible and authorized to make decisions related to scope, scheduling, and task assignment of projects. Communicate decisions and commitments in a timely and efficient manner. Oversee the contract management, planning, implementation management and team management of the project.

EXAMPLES OF WORK (ILLUSTRATIVE):

Contract Management

- Validates contract compliance throughout the project
- Acts as primary point of contact
- Collaborates and approves change requests

Planning

- Review and acknowledges Implementation Management Plan
- Defines project tasks and resources required for project team
- Works with vendors to plan and schedule timelines to achieve on time implementation

Implementation Management

- Works closely with vendors to establish and manage a schedule and resource plan, establish reporting process between the City and vendor and aiding in the understanding of goals, objectives, current status of the project by all team members.

Team Management

- Acts as a liaison between the project team and stakeholders. Identifies and coordinates all City resources across all modules, phases and activities including data conversion, form design, hardware and software installation, report building, etc. Provides direction and support to project team.

MINIMUM REQUIREMENTS:

- Master's degree in Accounting, Business Administration or Public Administration, Bachelor's degree in Accounting/Business Administration.
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SPECIAL QUALIFICATIONS:

- Leadership skills, time management, math, budgeting, analytical skills

WORK ENVIRONMENT:

- Maintain emotional control under stress
- Occasional prolonged and irregular work hours
- Workload is deadline driven and must be able to meet ongoing deadlines
- Prolonged use of equipment and computer with repetitive hand motions

PHYSICAL ENVIRONMENT:

- Work is performed in a climate-controlled office environment not readily accessible to the general public.
- Position involves complex management of projects under tight schedules and fast-paced atmosphere.
- This position requires a strong work ethic and characteristics supportive of collaborative work efforts in a collegial atmosphere.