

Position Description

Bookkeeper/ Part Time
MAT Garage Operations

Organization

The Hartford Parking Authority (HPA), a quasi-municipal agency of the City of Hartford, which is overseen by a five-member appointed board of directors, leads the operations and maintenance of Hartford's municipal garage, multiple surface parking lots, public library parking, and all the on-street parking within the city. HPA is an active participant in the City of Hartford's transformation into a more walkable, playable, and vibrant city. While supporting the needs of a blossoming downtown, the HPA also provides support and outreach to the local neighborhoods in order to help resolve resident parking needs. Please visit www.hartfordparking.com to learn more.

Position

The Bookkeeper performs administrative financial functions related to the MAT garage operations and reports to the Finance Manager. Uses independent judgement in completing tasks. In addition, the Bookkeeper will reside in the 11 Asylum Street office and use the MAT garage administrative office as needed. This position will work closely with the Director of MAT Garage Operations to insure timely and accurate data.

Responsibilities

- Manage PARIS (Parking Accounts Receivable Software) and revenue control system
- Prepare daily/monthly revenue reports
- Prepare daily check deposits and reconcile deposits with revenue control system
- Ensure accuracy of credit card processing
- Process timecards for hourly employees
- Assist with financial and operational audits
- Any other duties that may be assigned by the Finance Manager

Qualifications

Education:

- Associate degree or equivalent work experience
- Strong customer service experience.
- Parking industry experience is strongly preferred but not required.

Skills:

- Able to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to work with all levels of internal management and staff, as well as with customers and vendors.
- Software skills in Microsoft Office, Word, and Excel

Physical Demands:

- Willingness to work in the elements – heat, wind, snow, rain, etc.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential duties/functions.

Reasoning ability:

- Able to apply common sense understanding to carry out detailed but standard written or oral instructions, and to deal with problems involving a few concrete variables in standardized situations.

HPA Parking is an equal opportunity employer. In all our employment practices, including hiring, we are firmly committed to provide equal employment opportunity (EEO) to all persons, regardless of race, color, religion, sex, national origin, disability, age, genetics, Vietnam era, special disabled, recently separated and other protected veterans, or any other characteristic protected by federal, state or local law. No question in our application process is used for the process of limiting or excluding any applicant's consideration for employment on such grounds.

To Apply: Please send resume with cover letter to Mingo.gomes@hartfordparking.com

The Hartford Parking Authority is an Equal Opportunity Employer