

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

CONTINUOUS

TITLE: Accountant

SALARY: \$43,000 - \$50,434

Hours: 40 ___ 35 X ___

DEPARTMENT: Sheriff's Office

Union ___ Mgmt X ___

LOCATION: Mays Landing

NJCSC Test Required: Yes X No ___

Grant Funded: Yes ___ No X ___

Note: Applicants MUST include a copy of their transcript to show the 21 ACCOUNTING credits.

DEFINITION:

Under the direction of a Supervising Accountant or other fiscal officer, performs routine professional accounting work concerned with designing, maintaining, analyzing and operating accounting record and reporting systems in support of agency operations; does other related work as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects.

NOTE: Applicants who have satisfactorily completed (21) semester hours credits in professional accounting courses at an accredited college or university may substitute accounting experience involving the operation and maintenance of large-scale systems of accounts for the remainder of the above educational requirement on a year-for-year basis with thirty (30) semester hour credits being equal to one year of experience.

NOTE: Possession of a valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Certified Public Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services may be substituted for the above educational requirement.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

EXAMPLES OF WORK:

Conducts routine financial audits of documents and implements accounting functions, systems, policies and plans.

Conducts compliance audits to ensure that all transactions are in conformance with accounting and tax policies, procedures, recommendations and regulations.

Reviews internal accounting policies and procedures and makes recommendations for revisions.

May assign tasks to clerical employees.

Prepares required financial statements and fiscal reports, including the compilation and analysis of data for monthly, quarterly, and/or annual reports.

Conducts routine investigative audits of books and examinations of financial records.

Assists in preparing budget requests and current statements of allocations and disbursements of budgeted funds.

Assists in conducting surveys to prepare recommendations for improvements, controls and other changes to improve the efficiency of accounting systems.

Routinely audits and records expense invoices.

Conducts operational audits and edits cost reports and other financial summaries and statements.

Checks disbursements for adherence to contractual obligations.

Compiles, analyzes and prepares a variety of statements and reports for use in financial, budget and personnel planning.

Maintains accounting records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of generally accepted accounting theories, principles, methods, practices and equipment.

Knowledge of the techniques commonly used in analyzing, correcting and maintaining accounts.

Knowledge of the methods used to prepare accounting and other financial reports.

Ability to review varied financial transactions for conformance with established accounting procedures.

Ability to provide technical assistance to those who maintain financial records.

Ability to apply established accounting methods, procedures, interpretation, and facts.

Ability to prepare and interpret various types of financial statements.

Ability to establish and maintain records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

Alternatively, applications may be mailed to the

Atlantic County Division of Human Resources

1333 Atlantic Avenue, Atlantic City, NJ 08401

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