

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 03/06/19

Closing Date: 03/19/19

TITLE: Senior Accountant

SALARY: \$33,549

Hours: 40 ___ 35 X

DEPARTMENT: Family and Community Development

Union: X Mgmt ___

LOCATION: Atlantic City

NJCSC Test Required: Yes X No ___

Grant Funded: Yes ___ No X

Note: Applicants must include a copy of college transcripts showing 21 credits in accounting.

DEFINITION:

Under direction, performs the more complex accounting work involved in preparing financial statements and in maintaining an accounting system; does related work as required.

NOTE: The definition and 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 which shall have included (21) semester hours credits in professional accounting subjects.

EXPERIENCE:

One (1) year of professional accounting or auditing experience.

NOTE: Applicants who have satisfactorily completed (21) semester hours credits in professional accounting courses at an accredited college or university may substitute accounting experience in work involving the installation, operation, and keeping of large scale systems of accounts for the remainder of the above educational requirement on a year-for-year basis with 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 valid 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:

Performs the more complex accounting work involved in the installation, operation, and auditing of accounts.

Makes inspections of complex and varied financial transactions and records to ensure that concerned regulations and accounting procedures are observed.

May assign and supervise the work of clerical employees.

Compiles complex financial and other statements and reports using basic data.

Conducts the more difficult investigations, examinations, and audits of books and financial records, and prepares reports thereof.

Prepares accounting and statistical tabulations.

Prepares and interprets budget requests, and prepares current statements of allocations and disbursements of budgeted funds.

Assists in designing, revising, and installing accounting systems.

Performs the more difficult work involved in auditing and recording expense invoices, and prepares, audits, and edits reports of costs and other financial summaries and statements.

Checks disbursements and controls adherence to contractual obligations.

Prepares detailed accounting reports containing findings, conclusions, and recommendations.

Maintains essential 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 principles, methods, and procedures used in modern accounting

Knowledge of laws, rules, and regulations governing the installation, operation, and keeping of accounts and their application to specific situations.

Knowledge of the methods and procedures involved in preparing detailed accounting and other financial reports containing findings, conclusions, and recommendations.

Ability to analyze accounting problems, to organize assigned work, and to develop effective work methods.

Ability to ensure that prescribed accounting procedures are followed.

Ability to provide technical advice and assistance to those charged with keeping financial records.

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

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 the essential functions of the job after reasonable 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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