

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

**TITLE:** Comptroller

**SALARY:** *Applicant to provide salary requirements*

Hours: 40  35

**DEPARTMENT:** Administrator

Union:  Mgmt

**LOCATION:** Atlantic City

NJCSC Test Required: Yes  No

Grant Funded: Yes  No

### **DEFINITION:**

Under direction, manages and controls the financial resources of Atlantic County Government, including the receipt and disbursement of monies; does 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 accounting subjects.

**Certified County Finance Officer license preferred. If candidate does not already have license, will need to obtain within two years from date of hire.**

**NOTE:** Applicants who have satisfactorily completed twenty-one (21) credits of professional accounting courses at an accredited college may substitute additional accounting experience as described below for the remainder of the above educational requirement on a year for year basis with (30) semester credits equal to one (1) year.

**NOTE:** A current, valid certificate as a Municipal Finance Officer issued by the NJ Department of Community Affairs, Division of Local Government Services may be substituted for the above education requirement.

#### **EXPERIENCE:**

Five (5) years of professional government accounting experience in work involving the installation, operation, and keeping of a large-scale system of accounts.

#### **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:**

Organizes, develops, and directs financial affairs.

Controls the receipt and/or disbursement of monies.

Prepares and administers an operating budget.

Supervises and performs professional functions involved in analyses and auditing of accounts, vouchers, and other records.

Prepares statements of financial condition.

Gives suitable assignments and instructions to staff.

Devises and installs accounting systems.

Maintains investment portfolios.

Supervises the collection of bills.

Prepares reports.

Ensures that disbursement of funds are within budgetary authorization limits.

May 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 the principles, methods, and procedures used in modern accounting and auditing.

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

Knowledge of the preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.

Knowledge of computerized accounting systems.

Ability to analyze complex accounting problems.

Ability to design, install, and operate a large-scale accounting program.

Ability to give suitable assignments and instructions.

Ability to prepare suitable reports and to direct the establishment and maintenance of extensive accounting and

related 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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