



TOWNSHIP OF BLOOMFIELD

New Jersey

1 Municipal Plaza • Bloomfield, New Jersey 07003

www.bloomfieldwpnj.com

POSITION: SENIOR ACCOUNTANT F/T

Department: Finance

Brief Description:

The Senior Accountant is responsible for assisting the Director of Finance with all financial statutory requirements. Works under general supervision of the Finance Director and/or other senior Financial Officers. Duties include but are not limited to: assisting with preparation of municipal budget, annual financial statements, and assisting with audits. Reviewing expenditures for compliance with budget policies, including review of purchase requisitions and purchase orders. Maintenance of general ledgers, posting of Journal Entries, and performing bank reconciliations. Monitoring internal financial controls with regards to receipts and disbursements and performs other financially related duties/projects as required. Assists in oversight of Accounts Payable, Water Utility, and Parking Utility. Assists with fixed asset accounting, interfund analysis, capital analysis, grants, escrow accounting, and pension reporting. Responsible for maintaining accounting records and files that are essential to the Municipality.

Qualifications:

Bachelor's degree in Accounting or related field from accredited college with at least one or more years' experience. The candidate must be organized, attentive to details, team oriented, and committed to the financial integrity of the organization. Must possess intermediate skills in MS Office, Excel, and Word. Knowledge of Edmunds preferred but not required.

Salary: \$50,729 - \$75,728; Salary is commensurate with experience. Includes full benefits.

How to Apply:

Please send cover letter, resume and references to employment@bloomfieldwpnj.com.

Closing Date: Until position is filled.

Bloomfield Township is an Equal Opportunity Employer
