

Accountant

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.

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.

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.

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

REQUIREMENTS:

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses.

OR

Possession of a bachelor's degree from an accredited college or university including or supplemented by twenty-one (21) semester hour credits in professional accounting courses.

OR:

Possession of a valid certificate as a Registered Municipal Accountant (RMA) or Certified Public Accountant (CPA) 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.

Salary: \$52,995

Please submit cover letter and resume to Sachina Evans, Personnel Assistant at SaEvans@ci.camden.nj.us
Deadline for submission is October 18, 2024.