

Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

April 6, 2022

PLEASE POST

TO: All City of Englewood Employees
FROM: Human Resources
SUBJECT: Sr. Accountant Position

The City of Englewood Finance Department is seeking a full-time Sr. Accountant.

Successful applicant must have at least 3 years' experience working in payroll or as a Financial Assistant. Salary range is \$55,000 - \$60,000 annually.

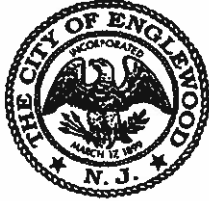
Please direct all resumes and letters of interest to:
Human Resources
City of Englewood
PO Box 228
Englewood, NJ 07631

Or email to:
hr@cityofenglewood.org

A complete job description is hereto attached.

cc: M. Kaufman
Y. Wazirmas

Post: April 6, 2022
Remove: April 14, 2022



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SENIOR ACCOUNTANT

DEFINITION

Under the immediate supervision of the **CFO**, performs various technical finance, and general office duties. Coordinates the City's Cash Management and Budget Systems. Works under a strict time schedule.

EXAMPLES OF WORK

- . Assists the Chief Financial Officer in administering the City's finances including the annual budget.
- . Types correspondence, including reports for the Chief Financial Officer on the City's work processing system.
- . Directs the maintenance of computer files and information on financial practices and procedures.
- . Performs various statistical analyses and financial research as required.
- . Act as back up to Payroll Analyst processing semimonthly payroll in Edmunds Payroll routine to create Budget Distribution, Post G/L Batch and Agency wire and create Agency Purchase Orders.
- . Prepares payroll agency payments, issue checks and process ACH payments
- . Prepares Quarterly Tax Reports 941,927 and WR30
- . Prepares IROC for PERS and PFRS
- . Helps with accounts payable and creates bills list for council meetings
- . Verifies all City employee costs.
- . May be required to serve as Purchasing Assistant

SR. ACCOUNTANT

PAGE TWO

QUALIFICATIONS

- . Graduation from an accredited four-year college or university is desirable.
- . Must have at least 3 years' experience working with payroll/finance
- . Knowledge and experience in financial operations, preferably municipal finance operations.
- . Knowledge of Edmunds Financial software
- . Thorough knowledge of office procedure, word processing and spreadsheets, etc.

KNOWLEDGE, SKILLS AND ABILITIES

- . Ability to acquire knowledge of the laws, rules and regulations governing the installation, operation, and keeping of accounts of municipal governments and their application to specific situations
- . Ability to analyze laws, rules and regulations pertaining to the installation, operation, and keeping of the accounts of municipal governments and their application to specific situations
- . Ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- . Thorough knowledge of the internal financial policies and procedures.
- . Must be competent in computerized spreadsheets, database management, and accounting graphs.
- . Ability to write reports and express ideas effectively in oral and written form.
- . Ability to establish and maintain effective working relationships with other employees and general public.
- . Ability to comprehend and interpret rules, regulations, policies and procedures.
- . Ability to collect, analyze and interpret statistical data.