



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	ASSISTANT TREASURER – TEMPORARY/FULL-TIME
POSTING DATE:	09/21/2020
CLOSING DATE:	10/01/2020 @ 5:00 pm (Eastern)
JOB TYPE:	Temporary, Full-Time
REPORTS TO:	Deputy Chief Financial Officer / Treasurer
UNION AFFILIATION:	None
HOURLY PAY RATE:	\$25.00
WORK SCHEDULE:	35 hours per week, Monday – Friday, 9:00 am to 5:00 pm (1 hour unpaid lunch period)

The successful candidate will work under the direction of the Deputy CFO/Treasurer and assist with daily function as needed, including but not limited to:

- Support the mission of the Treasurer's Division to pay in a timely manner the financial obligations of the Township in compliance with applicable state government laws and township policies and procedures.
- Provide accurate recordings of income and expenditures in maintaining adequate cash control through encumbrance accounting.
- Perform technical and administrative accounting work with minimum supervision including encumbrance of resolutions, or special projects, auditing fiscal records reconciliation of bank statements and ledgers, generation of various statistical reports and payables, tracking escrow accounts held by township.
- Assist in statistical reports, provides assistance and prepares various reports in budget preparation and oversight and general ledger postings, voucher preparation for expenses.
- Perform accounting functions as assigned, including back up payroll, accounts payable, accounts receivable, journal entries, budgeting.
- Establish, maintain and track escrow accounts and coordinate cash component of performance guarantees.
- Correspond with developers regarding deficient escrows and process consultant invoices related to escrow accounts.
- Billing vendors for additional funds per estimates or to pay invoices.
- Responsible for reconciliation of various funds Bank Statements.
- Collaborates with departments providing budgetary assistance as needed.
- Responsible for tasks and assignments needed for outside auditors.
- Responsible for daily deposits, daily revenue postings, daily vouchers, cash management and all internal bank transfers.
- Manage the Reimbursement Program for Condominium Associations.
- Responsible for Township debt service payments.
- Maintains accounting records and files.
- Other duties as assigned.

MINIMUM REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester credit hours in professional accounting courses.

EXPERIENCE: Minimum of one (1) year of professional accounting or auditing experience.

KNOWLEDGE, SKILLS & ABILITIES: Strong analytical and accounting skills; experience with GFMS Accounting System or other accounting software and MS Excel, Word and Outlook; must be able to effectively handle multiple projects simultaneous in a deadline driven environment; excellent verbal, written communications and interpersonal skills; ability to work independently and as part of a team and take on new tasks with high level of difficulty; must possess a marked ability to maintain the confidentiality of records; and ability to work with minimal guidance and take ownership of his/her work.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and fully completed and signed employment application and a copy of your transcript to personnel@bridgewaternj.gov, **no later than 5:00 pm on 10/01/2020**. Please put **“ASSISTANT TREASURER”** in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER