



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

POSITION:	ASSISTANT TREASURER
POSTING DATE:	11/22/2023
CLOSING DATE:	12/6/2022 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Deputy Chief Financial Officer / Treasurer
UNION AFFILIATION:	None
SALARY RANGE:	Grade J (Minimum: \$49,067.47 / Maximum \$63,664.07)

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.
 - Responsible for daily deposits, daily revenue postings, daily vouchers, cash management, and bank transfers. Assist in statistical reports, provide assistance and prepare various reports in budget preparation and oversight and general ledger postings, voucher preparation for expenses.
 - Provide assistance to the Tax Collector when necessary, including collect and receipt tax, sewer, assessment, and collection fee; oversee Senior Citizens' and Veterans' deduction; reconcile deposits; enter daily batches into computer; and respond to telephone and written inquiries.
 - Oversee escrow accounts; escrow account deficiencies; consultant invoices, and cash component of performance guarantees.
 - Perform other related work as required.
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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 or 2 years of professional experience in an accounting/finance related position preferably with municipal experience.

EXPERIENCE: Minimum of one (1) year of professional accounting or auditing experience, New Jersey Municipal payroll experience a plus.

KNOWLEDGE, SKILLS & ABILITIES: Strong analytical and accounting skills; experience with GFMS Accounting System or other accounting software (such as Edmunds) and MS Excel, Word and Outlook; must be able to effectively handle multiple projects simultaneously 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 challenging new tasks; 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 completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on December 6, 2023 . Please put "ASSISTANT TREASURER" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER