JOB SUMMARY:
Performs accounting work in maintaining fiscal records and systems. Records and reconciles all transactions in the financial records of the City.

RESPONSIBILITIES & REQUIREMENTS:

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

EXPERIENCE: One (1) year experience in accounting or related area; municipal or governmental accounting preferred.

EXAMPLES OF WORK:
- Assists with the day-to-day municipal accounting functions of all departments; this includes the maintenance of all related financial records through posting (either manually or by computer) to the general ledger and subsidiary ledgers and monthly reports. Assists in the preparation of complex accounting calculations and entries, such as tax recap sheet, certification of free cash, fixed assets, etc.
- Processes regular monthly journal entries of commitments, abatements, corrections of departmental coding errors, and budgeted interfund transfers.
- Prepares and maintains documentation for all journal entries, including cost allocation systems for telephone, fuel, groups insurance and other common accounts.
- Participates in internal auditing and special assignments as assigned.
- Checks disbursements and controls adherence to contractual obligations.

KNOWLEDGE AND ABILITIES:
- Knowledge and understanding of municipal operations in order to effectively assist the accounting team
- Ability to work under pressure without sacrificing data accuracy or integrity
- Ability to exercise discretion and maintain confidentiality
- Knowledge of generally accepted accounting theories, principles, methods, practices and equipment.
- Knowledge of laws, rules, and regulations governing the operation and maintenance of accounts and their application to specific situations.
- Knowledge of the techniques commonly used in analyzing, correcting and maintaining accounts.
- Ability to analyze accounting problems, organize assigned work and develop effective work methods.
- Ability to ensure that prescribed accounting procedures are followed.

If you are interested in the above mentioned position, please submit an application or resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email at achr@cityofatlanticcity.org by January 13, 2020.

Employment Applications can be found on our website. Go to www.cityofatlanticcity.org

The City of Atlantic City is an Equal Opportunity Employer.