



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

POSITION:	FINANCE AND PURCHASING ASSISTANT
POSTING DATE:	October 22, 2024
CLOSING DATE:	November 20, 2024 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Deputy Chief Financial Officer/Treasurer
UNION AFFILIATION:	None
SALARY RANGE:	Grade I (Minimum: \$43,019.64 / Maximum \$71,356.27)

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 Finance Division to timely pay the financial obligations of the Township in compliance with applicable state government laws and township policies and procedures.
 - Assist with daily deposits, daily revenue postings, daily vouchers, cash management, and bank transfers. Assist in the preparation of statistical reports, as well as various other reports for budget preparation and oversight and general ledger postings.
 - Assist with escrow accounts; consultant invoices, and cash component of performance guarantees.
 - Assist Purchasing Agent with various projects.
 - Organize inventory and reorder central supply office items as needed.
 - Maintain records retention through Artemis for the Purchasing Department.
 - Maintain contract and bid files.
 - Scan all invoices and completed purchase orders into Edmunds accounting system.
 - Print purchase orders and distribute copies to various Departments after QPA approval.
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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: 1-2 years of experience in Municipal Government preferred.

KNOWLEDGE, SKILLS & ABILITIES: Strong analytical and accounting skills; experience with Edmunds Accounting System or other accounting software, 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/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on November 20, 2024 Please put "FINANCE ASSISTANT" in the subject line of the email.**

AN EQUAL OPPORTUNITY EMPLOYER