

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

JOB TITLE: Comptroller
SALARY: \$67,633 - \$108,212
DEPARTMENT: Finance

JOB DESCRIPTION: Under the general supervision of the Chief Financial Officer, performs technical and administrative accounting work in maintaining the fiscal records and systems of the Township. Supervises operations of the Treasurer's office and support staff as assigned.

ESSENTIAL WORK PERFORMED:

- Technical & administrative accounting work in maintaining the financial records & the budgetary accounting system of the Township.
- Supervise operation of the Treasurer's Office.
- Support staff as required.
- Supervises assigned operations to achieve goals within available resources.
- Plans & organizes workloads and staff assignments.
- Supervises the maintenance of special accounts receivable, capital account expenditures and special assessment records.
- Determines work procedures, prepares work schedules and expedites workflow.
- Trains, motivates and evaluates assigned staff.
- Examines work for exactness and neatness.
- Communicates official plans, policies and procedures.
- Maintains harmony among workers.
- Reviews progress and standardize procedures to improve efficiency and directs changes as needed.
- Assists the Chief Financial Officer in the operation and maintenance of the Township's central financial computer system.
- Solicits investment quotes and arranges for investment of funds with approval of Chief Financial Officer in consort with the Cash Management Plan.
- Responsible for transferring funds to maintain required account balances.
- Monitors Township revenues and expenditures to assure sound fiscal control.
- Plans, gathers, interprets and prepares data for studies, reports & recommendations.
- Coordinates department activities with other departments and agencies as needed.
- Provides assistance and information to other departments concerning budget expenditures, balances, etc.
- Prepares budget for Treasurer's office and other operations as required.
- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Reconciles bank statements.
- Assists in preparation of annual budget.
- Oversees preparation and issuance of payroll.
- Answer payroll related questions from employees.

SBSA UNION

- Prepares financial statistical and departmental monthly reports.
- Prepares annual & other State or Federal reports as directed by Chief Financial Officer.
- Performs periodic financial studies and analyses and prepares financial reports.
- Prepares / assists in preparation of statutorily required year-end reports (Annual Debt Statement, Annual Financial Statement).
- Serves as a member of various employee committees.
- Performs or assists subordinates in performing duties as assigned.
- Attends meetings and seminars as directed.
- Any other tasks as assigned by the Chief Financial Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- double entry accounting theory, principles & practices;
- auditing theory & practices;
- internal control procedures; and
- bookkeeping & accounting procedures & systems.

Skills in:

- operation of various computer programs.

Ability to

- read, write and speak English to perform all the duties of this position;
- work independently;
- demonstrate both excellent judgment;
- maintain effective accounting procedures;
- carry out assigned projects to their completion;
- maintain files and records;
- communicate with the public and fellow staff members at all times;
- communicate by telephone, direct public contact & in writing;
- maintain an effective working relationship with the public, property owners and other departments and employees;
- work under pressure and/or frequent interruptions;
- maintain composure, exercise sound judgment and tact in responding to and in making proper disposition of problems; and
- lift 25 pounds.

EQUIPMENT USED

Computer	Photocopier
Fax Machine	Telephone
Calculator	
Shredder	

MINIMUM REQUIREMENTS AND QUALIFICATIONS

- BA Degree.
- State of NJ issued Certified Municipal Finance Officer License (CMFO).
- Five (5) years of municipal finance experience.
- Strong organizational & computer skills required.
- MSI accounting system experience a plus.
- PrimePoint payroll system experience a plus.
- Graduation from an accredited four-year college or university with a degree in accounting, business management or a closely related field.
- Five (5) years of accounting experience.
- Minimum of three (3) years supervisory experience.
- Additional years of experience may be substituted for years of college.
- Possess valid NJ Driver's License with good driving record.
- Close vision required with ability to adjust focus.
- Must possess a marked ability to maintain the confidentiality of records.
- Maturity in decision making and strong organizational skills are also essential.
- Learn and adapt to computer program update and enhancements including, but not limited to, word processor, databases, spreadsheets and special programs on both personal computer and server environments.
 - Must successfully pass a thorough criminal history and background check and employment physical.
 - Will be on a six-month probation.

If interested, please apply online. Position will be posted until filled.

South Brunswick is an Equal Opportunity Employer - EOE/ADA.