



# CITY OF PERTH AMBOY

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## Job Posting

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<b>TITLE:</b>	<b>Assistant Comptroller</b>
<b>SALARY:</b>	<b>\$85,000 Minimum Salary</b>
<b>DEPARTMENT:</b>	<b>Finance</b>
<b>DATE POSTED:</b>	<b>December 20, 2021</b>
<b>DEADLINE:</b>	<b>December 30, 2021</b>

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The City of Perth Amboy is looking for an individual to fill a full time position of Assistant Comptroller to support the Finance Office.

**Job Description:** This position works with the CFO/Comptroller providing assistance related to all financial activity within the Finance Office including General Ledger Maintenance, Annual Budget Preparation, Payroll, Accounts Payable, Cash Management and Financial Statement Preparation. Ensure compliance with applicable laws, rules and regulations. Document accounting procedures and analyze, evaluate and recommend internal control enhancements. Assist with new software and process implementation.

**Requirements:** Graduation from an accredited college or university with a Bachelor's degree in Accounting or Finance. Proficiency in Microsoft Office applications. Effective communication skills, both written and verbal, to interact with various levels of management and employees. Additional consideration will be given for any of the following: Certified Public Accountant; Certified Municipal Finance Officer; knowledge of Edmunds Financial System; 4 or more years of experience in local government finance. Candidates that do not currently possess the Certified Municipal Finance Officer designation must have the ability and desire to enroll in the required courses to pursue certification. Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.**

Please submit a letter of interest, resume and complete employment application to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or fax to (732) 826-1160 by **December 30<sup>th</sup>, 2021**.

*Equal Employment Opportunity Employer*