

JOB OPPORTUNITY

TOWNSHIP OF WILLINGBORO

COMPETITIVE ANNOUNCEMENT

(1) FULL-TIME

ACCOUNTING ASSISTANT

WILLINGBORO TOWNSHIP FINANCE DEPARTMENT

A full-time job opportunity for an Accounting Assistant is available in the Willingboro Township Finance department. This posting is open to residents of Willingboro and all of Burlington County Pending Civil Service Rules and Regulations.

This is a full-time position with a salary range of **\$50,787-\$78,515**. Work hours are 9:00 AM to 5:00 PM, Monday through Friday and it is also a union position which is part of the AFSCME 3827 bargaining unit contract.

Duties

Under close supervision under the Director of Finance performs routine accounting work involved in making inspections of varied financial transactions and records to ensure that regulations and accounting procedures are observed.

Assist in compiling finance and other statements and reports using basic mathematical data. Prepare routine accounting and statistical tabulations. Maintains records and files.

A college degree BA in Accounting and college credits may be substituted for the educational requirements.

*Knowledge of the principles, procedures and techniques used in accounting work and the ability to perform mathematical computations accurately and with reasonable speed. Ability to utilize various types of computer applications, Microsoft Office Suite 365, (Edmund's experience is a plus) and a typing speed of 45 wpm. *

A letter of interest, resume and application should be submitted to the Municipal Complex, One Rev. Dr. Martin Luther King, Jr. Drive, Attn: **Loretta Anderson, Acting Director of Human Resources** no later than Friday, April 19, 2024. The job description is available in the Human Resource office, or email Employment@willingboro.gov

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Posted and Distributed Friday, April 5, 2024

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