



**City of Linden**  
UNION COUNTY, NEW JERSEY

**DIVISION of PERSONNEL SERVICES**

**301 No. Wood Avenue  
Linden, New Jersey 07036  
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**Jessica Sheehy**  
*Personnel Officer*

**Allan C. Roth, Esq.**  
*Labor Relations Specialist*

**Memorandum**

To: All City Departments, Linden Board of Health and Linden Public Library  
From: Jessica Sheehy, Personnel Officer  
Date: October 28<sup>th</sup>, 2021  
RE: Job Posting

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Please be advised that there is 1 Full time **Principal Accountant** position available in the **Treasury Department**. (Job description and requirements attached). This position is full time for 35 hours per week at the salary range \$55,000 to \$107,278.00. Please post this in an area available to all employees. At this time, this position will also be publicly advertised and open to all residents of Union County and contiguous county residents.

Anyone interested in the above-mentioned vacancy, must submit an employment application online at:

<https://linden-nj.gov/jobapp>

Due to the current COVID-19 pandemic all applications must be completed and returned via email to [jobapp@linden-nj.gov](mailto:jobapp@linden-nj.gov), no later than 4:30 p.m., Wednesday, November 10<sup>th</sup>, 2021. In addition to electronic submission, applications can be mailed to the City Clerk's office located at 301 N. Wood Ave., Linden, NJ 07036. Applications that are mailed must be postmarked by the closing date of the job announcement or they will be returned to the applicant. Please be advised that all employment applications must be completed at the time of submission. Please include copies of resumes, proof of qualifications or any additional documents you wish to submit with your application.

c: Mayor Derek Armstead  
Council President Yamakaitis  
MEMBERS OF COUNCIL  
Affirmative Action Officer  
Bulletin Board

JS/nmr

## **PRINCIPAL ACCOUNTANT**

### **DEFINITION:**

Under the direction of a Supervising Accountant or other fiscal officer, performs highly responsible and complex professional accounting work concerned with designing, maintaining, analyzing and operating accounting record and reporting systems in support of agency operations; takes the lead over staff; does other related duties as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using his title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Is highly responsible for the auditing of financial documents and implements accounting functions, systems, policies and plans.

Leads difficult inspections complex expenditures to ensure that all transactions comply with accounting and tax policies, procedures, recommendations and regulations.

Takes the lead over accounting staff.

Takes the lead in the preparation of required financial statements and fiscal reports including the compilation and analysis of data for monthly, quarterly and/or annual reports.

Takes the lead in complex and difficult investigative book audits and financial record examinations.

Prepares and interprets budget requests and prepares current statements of the allocations and disbursements of budgeted funds.

Audits and edits expense invoices.

Conducts complex operational audits and edits cost reports and other financial summaries and statements.

Checks disbursements and controls adherence to contractual obligations.

Takes the lead in the compilation, analysis and preparation of a variety of statements and reports for use in financial, budget and personnel planning.

Oversees the maintenance of essential accounting records and files.

Will be required to learn to utilize various types of electronic and/or manual

recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Two (2) years of professional accounting or auditing experience.

**NOTE:** Applicants who have satisfactorily completed (21) semester hours credits in professional accounting courses at an accredited college or university may substitute accounting experience involving the operation and maintenance of large-scale systems of accounts for the remainder of the above educational requirement on a year-for-year basis with thirty (30) semester hour credits being equal to one year of experience.

**NOTE:** Possession of a valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the NJ State Board of Certified Public Accountants or as a Certified Municipal Finance Officer issued by the NJ Department of Community Affairs, Division of Local Government Services may be substituted for the above education requirement.

**LICENSE:**

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.

**KNOWLEDGE AND ABILITIES:**

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 preparation of involved and detailed accounting and other financial reports containing findings, conclusions, and recommendations.

Ability to analyze accounting problems organize assigned work and develop effective work methods.

Ability to ensure that prescribed accounting procedures are followed.

Ability to provide technical advice and assistance to those charged with the keeping of financial records.

Ability to apply established accounting methods and procedures.

Ability to take and maintain a firm, correct stand when differences of opinion, interpretation, and fact arise.

Ability to give assignments and instructions.

Ability to take the lead over accounting staff.

Ability to prepare detailed accounting and other financial reports containing findings, conclusions, and recommendations.

Ability to maintain essential accounting records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.