



## Township of Lakewood Employment Opportunity

### **Assistant Supervisor of Accounts**

The Township of Lakewood is seeking a full-time Assistant Supervisor of Accounts for its Finance Department.

#### Description:

Under direction, assists in supervising and/or performs highly responsible and difficult clerical work involved in the keeping of extensive financial accounting records and reports. Assists in performing monthly reconciliation and recapitulation of general and subsidiary accounts to ensure that basic accounting data and computerized and manual reports are in balance. Will perform related work as required. A full job description is attached.

#### Requirements:

Candidates must:

1. Have an accounting or finance background.
2. Be proficient in accounts payable, accounts receivable and bank reconciliations. Developer escrow experience a plus.
3. Be adept in the use of Microsoft Excel. Edmonds experience a plus.
4. Minimum of an Associates Degree in Business Administration, Finance or similar field.

Candidates may be tested on the use of Excel.

Salary Range: \$36,935.38 to \$57,512.07

Position: Full-time

Benefits: Full health benefits including dental, vacation, sick time, yearly holidays and pension plan.

To apply: Please mail or email cover letter and resume with "Assistant Supervisor of Accounts" in the subject line no later than September 3, 2018 to the attention of :

Patricia Komsa, Director of Human Resources  
Township of Lakewood  
231 Third Street  
Lakewood, New Jersey 08701  
[hr@lakewoodnj.gov](mailto:hr@lakewoodnj.gov)

Posted: August 13, 2018

The Township of Lakewood is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity and sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.



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## Job Specification

### ASSISTANT SUPERVISOR OF ACCOUNTS

#### DEFINITION

Under direction, assists in supervising and/or performs highly responsible and difficult clerical work involved in the keeping of extensive financial accounting records and reports; does related work as required.

**NOTE:** The definition and examples of work for this title are for illustrative purposes only. A particular position using this 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:

Assists in performing monthly reconciliation and recapitulation of general and subsidiary accounts to ensure that basic accounting data and computerized and manual reports are in balance.

Examines files of hard copy documents to confirm that information on each document has been accepted in the computerized system.

Assists in maintaining a record of each account which lists balances and adjustment actions taken.

Assists in preparing adjustment documents using appropriate codes; annotates documents, highlighting specific information to be picked up by data entry unit so that proper data will be added to permanent files or matched properly to an existing computer file.

Periodically reviews the fund net worth; prepares distribution of unapplied collections to the applicable appropriation or fund, using a percent of participation basis to distribute excess funds or to bill the appropriate agency for shortages.

Assists in preparing year-end adjustment entries to balance accounts.

Prepares journal vouchers for year-end purged and lapsed appropriations.

Analyzes and prepares special reports on the causes of recurring adjustment actions, determines the source of processing deficiencies, and recommends corrective procedures.

Assists in maintaining overall controls for all expenditure accounting.

Determines that all transactions are properly processed and that total activity agrees with predetermined control totals.

Analyzes and reviews reports and machine listings to ensure that they are in balance and in proper format and sort sequence, that the accounting data is valid, and that it adheres to prescribed regulatory manuals and procedures.

Classifies erroneous conditions, takes corrective action to bring reports and listing in balance, verifies corrected copy, and recommends changes in procedures to prevent a recurrence of the problem.

Assists in analyzing and classifying unusual transactions or special adjustments requiring thorough analysis of the purpose and justification of the action and the determination of specific entries

required to reflect the action in all related accounts.

Develops worksheets to prove the accuracy and completeness of the adjusting entries.

Assists in performing accounts examination or unusually difficult reconciliation requiring an analysis of adjustments and corrective entries in the accounts to ensure that they were properly documented and reflected in related accounts.

Prepares worksheets to reflect the source of discrepancies, corrective action required to bring all accounts into agreement, and proves the accuracy of adjusted accounts, and when appropriate recommends actions to prevent similar discrepancies in the future.

Assists in preparing statements and reports, schedules, and comparative analyses which require thorough understanding of account relationships and of techniques for compiling and verifying accuracy of the required data, computing ratios, or developing other prescribed comparative data and the recognition of significant variances and ability to research, identify, and verify the validity of transactions which caused the variances.

Assists in performing examinations of vouchers and their related supporting documents (invoices, certificates of shipment, contracts, certificates, or notifications from grants management personnel that the work was satisfactorily performed, receiving reports and other records) to determine accuracy and adequacy of all facts and the presence of all necessary supporting documents.

Verifies facts in the invoice and identification of any clerical errors, omissions, duplications, or other irregularities such as use of the wrong appropriation number on the invoice.

Determines necessary corrections, adjustments, modifications, or additional data needed to support the request for payments.

Initiates action through correspondence or personal contact to obtain it.

Assists in preparing vendor invoices and other fiscal items for payment after determining that such items are payable.

Verifies amount shown on documents with original obligation document.

Notes discrepancies and follows-up with vendor or receiving department to clarify and correct discrepancy.

Annotates obligation document with payment data and places in file.

Prepares a code sheet listing general ledger and subsidiary accounts, appropriation, and cost center.

Assists in computing extensions, costs, discounts, and so forth to ensure proper application, calculation, and consideration of factors such as contracted basis of payment terms, price variations, cost increases and decreases, or modification of orders or contracts affecting amount payable.

May assist in coordinating activities of a small unit (less than three employees) which is involved in an accounting function.

Follows established policies and procedures with regard to reviewing work methods or processes to increase efficiency.

Gives assignments and trains subordinate personnel.

Reviews accounts and confers with collectors relative to the collection of delinquent accounts.

Calculates payroll deductions and prepares and verifies payrolls.

Assists in supervising and/or compiling needed financial and other data for inclusion in budgets.

Prepares statements and reports of unexpended and unencumbered budgetary appropriation accounts, and balances for dissemination to all appropriate parties.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

**REQUIREMENTS:**

**EXPERIENCE:**

Four (4) years of experience involving the operation and maintenance of a system of accounts.

**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 the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of accounting clerical methods, forms, and techniques and their application to specific cases.

Knowledge of procedures used in recording and keeping accounts of financial transactions.

Knowledge of procedures used in preventing errors.

Knowledge of the interpretation of varied financial data.

Ability to understand transactions in terms of accounting codes and classifications, and to understand the relationship among accounting records and documents.

Ability to apply established procedures for recording and compiling data, and to apply accounting clerical procedures to particular work assignments.

Ability to analyze, comprehend, and interpret rules, regulations, policies, procedures, and objectives of the organization.

Ability to organize assigned work and develop effective work methods.

Ability to work harmoniously with associates.  
Ability to requisition, safeguard, distribute, and supervise the proper use of equipment and supplies.

Ability to prepare clear, sound, accurate, and informative reports.

Ability to direct the establishment and maintenance of essential records and files.

Ability to learn 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, or communicate in English sufficiently to perform the 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 the 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.

**This job specification is applicable to the following title code:**

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
00755		L	C		N/A	08		-

This job specification is for **local** government use only. Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

11/22/1996

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