



**CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



**Job Opening  
Accountant/Senior Accountant**

**Department:** Housing, Economic Development, & Commerce

**Division:** Community Development

**Exempt/Non-Exempt:** Exempt or Non-Exempt

**Union/Management:** Management

**Full-Time/Part-Time/Seasonal:** Full Time

**Workweek:** M-F, 9:00 AM - 5:00 PM

**Salary:** \$65,000 - \$70,000. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for an accountant who will serve in the Department of Housing, Economic, Development, and Commerce under the Division of Community Development. Under the direction of the Director and Senior Auditor, the Accountant will work in complex financial, budgeting, payroll, and governmental accounting functions. The job responsibilities for this role will involve preparing complex financial reports, assisting in the formulation of the Division's accounting procedures, analysis of data, assisting with the annual audit, and assisting in the preparation of the City's and Community Development's annual budget. This position provides direction and oversight to other DCD staff and provides accounting and payroll expertise. This position also provides financial administration for the Community Development programs including compliance with federal, state, and local regulations. It also ensures that the City complies with the allowable cost requirements of HOME, HOPWA, ESG, and AHTF programs.

**Job Duties:**

- Work with other City departments and the City's sub-recipient financial personnel to ensure that expenditures of the grants are allowable and allocable, timely, accurate, and compliant with the grant guidelines and therefore, sustain the City's eligibility for annual grant funding.
- Audit sub-recipients cost reports ensuring accuracy, completeness, consistency with approved budget/cost allocation plan, and compliance with federal policy guidelines.
- Determine the reasonableness of cash advances requested; reconcile and make adjustments as necessary.
- Monitor inconsistencies or discrepancies in cost reports and alert Auditors/Accounting Specialists of possible questioned costs.
- Prepare corrected cost reports, schedules of paid costs, and written correspondence to sub-recipients detailing any audit adjustments made.



CITY OF JERSEY CITY  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



- Answer questions from various community-based organizations related to grant requirements and adjustments made to the monthly cost reports.
- Maintain accurate records of the grant contracts.
- Review the division miscellaneous vouchers relating to the grant funds; verify invoices, budgetary line information, and charges. Schedule payments, perform a budget check, and assemble attachments and related supporting documentation for the voucher.
- Approve vouchers for timely payment and posting in the City's FOW system.
- Answer questions from City departments related to grant requirements and audit adjustments made to the vouchers.

Assist Auditor(s) and Fiscal Specialist(s) with fiscal site reviews of organizations funded by the City's grants to ensure that the grant funds are administered in compliance with the grantor requirements.

- Serve as backup to Fiscal Analyst for the drawdown of funds under the City grants.
- Work with Division Manager to provide external auditors with requested documents during annual audits.
- Prepare HUD required reports and submits them to the appropriate agency for the CDBG program.
- Submit a draw request for reimbursement using the IDIS program from HUD.
- Communicate with regulatory agencies for the CDBG program.
- Perform other duties as assigned.

*\*Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

**Required Education:** Bachelor's Degree in Accounting from an accredited college or university.

**Required Experience:** 3 to 5 years of professional accounting or financial analysis experience.

**Essential Skills:**

- Considerable knowledge of generally accepted accounting principles (GAAP) as applied to government.
- Considerable knowledge of Federal regulations associated with the CDBG Program, including, but not limited to, federal labor standards.
- Ability to establish and maintain effective working relationships with all levels of City staff and outside agencies.
- Knowledge of governmental budgeting practices and procedures.
- Work experience in an accounting capacity with a government or non-profit organization.



**CITY OF JERSEY CITY**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217



- Ability to prepare complex and complete financial reports.
- Considerable experience with spreadsheets and word-processing software.
- Ability to recognize, analyze, and solve complex problems.
- Ability to manage multiple tasks and deadlines.
- Ability to communicate effectively verbally and in writing.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**