



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:
Accounting Assistant

Department: Housing, Economic Development, & Commerce (HEDC)

Division: Construction Code Official

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

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

Workweek: M-F, 9:00 AM-4:30 PM

Salary: \$45,000 - \$ 55,000 based on qualifications and experience. 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 seeking an Accounting Assistant to support the Division of Construction Code. This role will be responsible for the financial oversight of the Division, including the creation, implementation, and monitoring of the annual budget. The ideal candidate will serve as a financial liaison to ensure all financial processes are in compliance with municipal, state, and federal regulations.

Job Duties:

- Conducts routine inspections of varied financial transactions and records to ensure that regulations and accounting procedures are observed.
- Interprets financial data to track annual budgeting, accounts payable, and permit fees.
- Processes purchasing and requestions requests, daily reconciliation, and discrepancy resolutions,
- Prepares and submits accurate financial reports, including summaries of expenditures and budget variances, and the annual DCA report.
- Supervises and maintains financial records.
- Performs other duties as assigned.

**Please note that 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 finance, Accounting, Public Administration, and or Business Administration is preferred.

Required Experience: Minimum two (2) years of experience in financial management, budgeting, and accounts payable.



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Essential Skills:

- Knowledge of general fields of accounting and auditing
- Familiarity with municipal or governmental financial processes preferred
- Ability to utilize principles, methods, techniques, and systems of financial management
- Ability to work closely in a team environment
- Ability to analyze and systematically compile financial reports
- Ability to perform mathematical computations accurately and with reasonable speed
- Ability to communicate effectively in all mediums
- Proficiency with Microsoft Office – PowerPoint, Word, and Excel, Adobe suite
- Ability to establish and maintain effective working relationships with all employees, public officials, and the public.

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.