

Financial Administrative Assistant

The **Bayshore Regional Sewerage Authority** owns and operates a 16 million gallon per day water resource recovery facility located in the Bayshore Area of Monmouth County. The Authority has an immediate opening for a Financial Administrative Assistant. The Financial Administrative Assistant works 40 hours per week from Monday to Friday and reports to the Executive Director. Job duties include; assisting in preparation and oversight of the general ledger, financial reporting, annual and periodic financial statements, bank reconciliations, and accounts payable/receivable. The Financial Administrative Assistant helps to prepare the annual budget of the Authority and stays abreast of changing fiscal regulations. Duties also include preparation of correspondence, maintenance of facility filing system, phone, customer and department head interaction. Applicants should have a background in municipal finance, bookkeeping or accounting. The applicant should have knowledge of the statutory requirements of municipal finance. The Financial Administrative Assistant has excellent opportunity for growth within the organization.

The candidate must possess a valid NJ driver's license and have excellent verbal and written communication skills. A related college degree is preferred. Computer skills are required, specifically Microsoft Office (Excel, Word and Outlook), and working knowledge of financial software.

The Authority offers a very competitive salary, benefits, and Pension package including NJ State Health Benefits Plan, NJ Pension Plan, Dental, Vision, Paid time off, Education and Training Programs. Salary is commensurate with experience.

The Bayshore Regional Sewerage Authority is conveniently located off of the Garden State Parkway at Exit 117.

Interested and qualified applicants may forward their resume, cover letter and salary requirements to Robert C. Fischer, Executive Director at bfisch59@bayshorersa.com.