

FINANCE ASSISTANT- (Full Time – 40 hours per week)

Hunterdon County Finance Department is seeking a professional with government finance experience in grants, accounts payable/receivable, and payroll. Knowledge of fund accounting and governmental purchasing helpful.

The successful candidate must possess a strong work ethic and enjoy being part of a team. The individual must have superior ability to maintain accurate records and files.

Required: Bachelor's degree in Accounting, Business Administration, Finance or other related field. Proficiency in MS Excel and other MS Office products.

Preferred: familiarity with Edmunds financial software; payroll, and state pension experience.

This is a full time position with a full benefit package; salary is dependent on qualifications and experience.

Interested candidates should complete a county employment application and return with a resume and cover letter to Brad Myhre, Director of Human Resources, 71 Main Street, PO Box 2900, Flemington, NJ 08822. Documents can also be emailed to bmyhre@co.hunterdon.nj.us