



# COUNTY OF HUNTERDON

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**Hunterdon County Department of Finance**  
**Promotional Posting -Supervisor of Accounts**  
**Contractual Minimum-\$43,600.00/40-hour workweek**  
**Contractual Promotional Salary Adjustments to be Applied**

Under direction supervises a unit of clerical employees engaged in maintenance of a system of accounts; performs highly responsible or difficult clerical work involving record keeping of financial accounts; does other related duties as required

**Examples of Work:**

- Prepares and supervises preparation of statistical and fiscal reports, books, and/or miscellaneous accounting or cost account reports.
- Supervises deposit of revenue and funds collected.
- Supervises accounts payable records, and initiates correspondence and communication with private vendors.
- May assist in reconciling the Appropriation/Revenue Accounting System reports and analyzes and initiates correcting entries.
- Supervises and participates in processing of accounting system forms and vouchers.
- Assigns and instructs employees and analyzes unit workload regulating workflow to ensure timely, efficient processing.

**Requirements:** Five (5) years of experience involving the operation and maintenance of a system of accounts.

For detailed information about the position please visit the New Jersey Civil Service Commission website and review the job specification:

<https://info.csc.state.nj.us/jobspec/03969.htm>

**To Apply:** Please submit a letter of interest and a County Employment Application:  
<http://www.co.hunterdon.nj.us/pdf/jobapp.pdf>

**Send to:** Hunterdon County Human Resources via email [personnel@co.hunterdon.nj.us](mailto:personnel@co.hunterdon.nj.us) or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

*\*This position is covered by the New Jersey Civil Service Commission and all regular appointments will require an application and successful examination by the New Jersey Civil Service Commission, once a regular appointment is conferred candidates will be further, examined via a 90-day working test period.*