

## NOTICE OF VACANCY

May 23, 2013

TITLE: FISCAL OFFICER

JOB STATUS: One, full time, 35 hours/week; classified,

DEPARTMENT: Department of Human Services

DATE OF VACANCY: Current

SALARY RANGE: \$43,693 to \$73,097

CLOSING DATE FOR APPLICATIONS: June 2, 2013

TENTATIVE START DATE: To be determined

### REQUIREMENTS:

#### **EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree and twenty-one (21) semester hour credits in accounting.

**NOTE:** Applicants who have satisfactorily completed twenty-one (21) semester hour credits in professional accounting courses at an accredited college or university may substitute additional experience as described below for the remainder of the education requirement on the basis of one (1) year of such experience for each year of college.

**NOTE:** Possession of a current, valid certificate as Registered Municipal Accountant or Certified Public Accountant issued by the NJ State Board of Accountants or as a Certified Municipal Finance Officer issued by the NJ Department of Community Affairs, Division of Local Government Services may be substituted for the above education requirement.

#### **EXPERIENCE:**

Five (5) years of supervisory financial management experience involving accounting, budgeting, auditing, and financial analyses and reporting.

**NOTE:** Graduation from an accredited college or university with a Master's degree in Accounting, Finance, Public Administration, or Business Administration may be substituted for one (1) year of the above experience.

**JOB DUTIES:**

Under direction, plans, organizes, coordinates and directs a system for managing financial resources of a department, autonomous agency, jurisdiction, or other government entity; does other related duties as required.

***RETURN COMPLETED APPLICATIONS TO*** (on Standard County Application Form):

Sussex County Administrative Center  
Office of Employee Services  
One Spring Street  
Newton, NJ 07860