



FULL CHARGE BOOKKEEPER

Franklin Township Sewerage Authority seeks a Full Charge Bookkeeper who will be responsible for but not be limited to maintaining the day-to-day accounting functions, accruals, financial statement preparation and performing general accounting functions as required.

This individual will be responsible for all the accounting systems of the Authority and has to strictly adhere to all accounting standards inclusive of, however; not limited to accounts payable, deposits, bank reconciliations, balance sheets, payroll and payroll tax administration, annual 1099's, annual budget maintenance, audit preparation, escrow account maintenance, fixed asset maintenance, vendor account maintenance, preparation of reports for management and work closely with the professional firms hired by the Authority throughout the year.



REQUIREMENTS:

1. Bachelor's degree in accounting (Will consider Associate degree in Accounting with years of proven experience)
2. 3-5 years of Full Charge Bookkeeping experience
3. Proficient in accounting software (3-5 year's minimum experience)
4. Extensive knowledge of Generally Accepted Accounting Principles (GAAP)
5. Proficiency in Microsoft Office
6. Ability to prioritize and multi-task in a fast-paced work environment
7. Strong organization skills and detail oriented
8. Able to complete tasks accurately and timely with minimal supervision
9. Strong verbal and written communication skills
10. Thrives in a collaborative office environment
11. Ability to interface well with staff and external contacts of the Authority
12. Proven ability to maintain confidentiality

PREFERENCES:

1

Experience with local government accounting and auditing procedures

2

Experience with Edmunds GovTech – Finance Modules

3

Experience with Harris MicroFund and Asset Trax Financial Software

4

Experience with ADP Workforce Now payroll processing

REPORTS TO:

Administrative Manager

HOURS:

8:00 AM – 4:00 PM (In person, non-remote)

SALARY RANGE:

\$59,000 – \$79,000 (Based on proven experience)

BENEFITS:

Medical, Dental, Prescription and Vision

Please send a cover letter and resume to:

ARoach@ftsa-nj.org

Franklin Township Sewerage Authority
70 Commerce Drive, Somerset, NJ 08873

Attention: Administrative Manager