

Financial Administrator

The **Bayshore Regional Sewerage Authority** (Authority/BRSA) 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 Administrator**. The Financial Administrator 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 Administrator 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 and/or accounting. The applicant should have knowledge of the statutory requirements of municipal finance. The Financial Administrator 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 including Quick Books and Paychex.

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 Authority is an equal opportunity employer. The 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 Peter J. Canal, Executive Director, BRSA, 100 Oak Street, Union Beach, NJ 07735, e-mail: info@bayshorersa.com.