THE CITY OF PATERSON

Job Posting

Job Title: ASSISTANT DIRECTOR OF FINANCE

Department/Division: FINANCE

Location: 125 ELLISON STREET, PATERSON, NJ 07505

Level/Salary Range: $85,000.00 - $120,000.00

Position Type: Full-Time

Contact: Eugenia Byfield

Travel Required: LOCAL

Posting Period: 06/28/2022 - 07/13/2022

Fax or E-mail: 973-321-1325
hrinfo@patersonnj.gov

Resumes & Applications are accepted via regular mail, fax or e-mail.

Regular Mail:
Eugenia Byfield, Personnel Officer
Division of Human Resources (Personnel)
City of Paterson
125 Ellison Street, Suite 300
Paterson, NJ 07505

Job Description

Role and Responsibilities
Assists the Director of Finance in planning, directing, and administering work pertaining to the management of financial resources of an entire municipality, county, or autonomous agency; does other related duties as required.

Examples of Work

- May assist in determining the amount of money involved in proposed salary changes.
- Ensures adherence to contractual obligations.
- May assist in reviewing budget practices, and performing research to make the budget a more meaningful document.
- May assist in directing the preparation of the budget.

*(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)*

Requirements

Education: Graduation from an accredited college or university with a Bachelor’s degree in Accounting, Budgeting, Finance, Economics, or Public or Business Administration.

Experience: Four (4) years of supervisory experience in functional areas of financial management such as accounting, budgeting, auditing, or financial or fiscal analysis.

Note: Possession of a current, valid certificate as a Municipal Finance Officer issued by the NJ Department of Community Affairs may be substituted for the education requirement.

Knowledge & Abilities

- Knowledge of principles, methods, and procedures used in budgeting, accounting, internal auditing, program evaluation, and financial and managerial reporting.
- Knowledge of laws, rules, and regulations governing installation, operation and keeping of accounts and their application to specific situations.
- Ability to plan, direct, and coordinate difficult, complex financial programs.
- Ability to apply sound, independent judgment in the solutions of financial problems and in administration of financial programs.