



**CITY OF PLAINFIELD
PERSONNEL DIVISION
JOB OPPORTUNITY BULLETIN**

OPEN: May 1, 2015

CLOSES: May 8, 2015

RESIDENCY REQUIRED

Position: **ACCOUNTING ASSISTANT**
Department: Administration Finance Health & Social Services
Division/Unit: Audit & Control
Salary Range: \$48,924 - \$65,110

REQUIREMENTS:

- **Education:** Associates degree from an accredited college or university with major in accounting, business administration or economics/satisfactory completion of at least sixty (60) semester hour credits at an accredited college or university including a minimum of twelve (12) semester hour credits in accounting courses.

NOTE: Satisfactory completion of twelve (12) semester hour credits in accounting courses at an accredited college or university and two (2) years of experience in phases of auditing and accounting operations may be substituted for the required education.

- **License:** Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

***Application and/or Résumé must be submitted to:
Personnel Division
515 Watchung Avenue
Plainfield, NJ 07060
or e-mailed to: jobs@plainfieldnj.gov***

The City of Plainfield Is An Equal Opportunity Employer