

## **Sr. Account Specialist; Finance and Purchasing**

The Borough of Metuchen is seeking a professional with 5 to 7 years of purchasing and municipal finance experience. Knowledge of governmental procurement and fund accounting required. Applicants must have excellent communication skills both oral and written.

Candidate must have exceptional clerical, organizational, interpersonal and computer skills, including proficiency in Microsoft Word and Excel.

Duties shall include but are not limited to maintaining various General Ledger schedules and reconciliations, assisting with preparation of bid documents and RFPs, monthly financial statements, miscellaneous accounts receivable billings, budget analysis and other duties as assigned by CFO. Ideal candidate would have a minimum of five years of experience in municipal government purchasing and or finance. BS or BA in finance, accounting or Business Administration

preferred. Working knowledge of Edmunds Finance software is

REQUIRED. For consideration, submit cover letter and resume by May 16, 2022 to [mperilstein@metuchen.com](mailto:mperilstein@metuchen.com) with **Subject identified as Sr.**

**Account Specialist/ Finance & Purchasing.** This is a full time position and salary is commensurate with experience and education. Town reserves the right to review resumes and conduct interviews as they are received. Metuchen is an Equal Opportunity Employer.