

 back

 printable version

Symbol: M0598G

Title: ACCOUNTANT

Issue Date: 6/1/2025

Closing Date: 6/23/2025

Jurisdiction: PASSAIC VALLEY WATER  
COMMISSION

Salary: \$70,000.00 - \$98,077.00 Per Year

Jurisdiction Department: PASSAIC VALLEY WATER  
COMMISSION

Num. of Positions: 1

Workweek: 35 Hours per week

Application Fee: \$25.00

### OPEN TO RESIDENTS OF:

(1) Passaic County

### REQUIREMENTS:

**NOTE:** Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester-hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional accounting or auditing experience, including or supplemented by twenty-one (21) semester hour credits in professional accounting courses. Please upload a copy of your transcripts with your application. Failure to do so will result in ineligibility.

### OR

Possession of a Bachelor's degree from an accredited college or university including or supplemented by twenty-one (21) semester hour credits in professional accounting courses. You must indicate either possession of a degree or total number of college credits completed to date on your application. Failure to do so will result in ineligibility.

Appointees must provide proof to the Appointing Authority that they satisfy the education requirement at the time of certification. Failure to indicate and provide proof to the Appointing Authority of satisfying the education requirement will result in rejection from the examination process.

### OR:

Possession of a valid certificate as a Registered Municipal Accountant (RMA) or Certified Public Accountant (CPA) issued by the New Jersey State Board of Certified Public Accountants or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services. Please ensure to provide details of your license on your application. Failure to indicate possession of a current license as of the closing date will result in ineligibility. You may be required to provide a copy of a valid license upon appointment.

**Foreign transcripts must be evaluated by a recognized evaluation service. Please upload a copy of your evaluation with your application. Failure to do so will result in ineligibility.**

**NOTE:** "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**LICENSE:** Appointee 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.

The responsibility for ensuring that employees possess the required motor vehicle license, commensurate with the class and type of vehicles they operate, rests with the Appointing Authority.

**Customer Care and Technical Support:** If you are having difficulty submitting your application online, customer care and technical support are available during regular business hours, 8:00 a.m. to 4:00 p.m. EST, Monday - Friday, excluding holidays and emergency closings. Please email: [OAS.support@csc.nj.gov](mailto:OAS.support@csc.nj.gov) or call (609) 292-4144. Please note that application support requests received outside regular business hours on the closing date will not change the application filing deadline so PLEASE FILE EARLY.

### IMPORTANT INFORMATION:

1. [NJAC 4A:4-2.3\(b\)](#) states that all requirements must be met as of the closing date.
2. Online applications must be completed and submitted by 4:00 pm on the closing date.

3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**

**NOTE: Auto-fill may cause incomplete information on your application. Please confirm your name, address and phone number prior to submitting your application.**

4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please [click here](#) for additional information. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq). Those claiming Veteran's Preference but have not yet received approval from DMAVA must pay the full application fee and may request a refund if the claim is approved at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.
6. Application fees submitted via personal check or money order must be postmarked within **five (5) business** days of submitting your application. If your fee is postmarked after five (5) business days, or is returned as invalid, you will be declared ineligible and denied admittance to the examination process.
7. The Civil Service Commission is increasing its use of emails as a communication tool. Please ensure that your email is always up-to-date so that important information about the testing process is not missed. Please remember to check your junk mail, spam, and clutter for these important messages.

- [Read Description of Job and Specification:00004](#)
- [Click here to apply via the Online Application System](#)

 [back](#)

Copyright © State of New Jersey, Civil Service Commission right © State of New Jersey, Civil Service Commission  
P.O. Box 310  
Trenton, NJ 08625