

Symbol: M0599G

Title: COMPTROLLER

Issue Date: 6/1/2025

Closing Date: 6/23/2025

Jurisdiction: PASSAIC VALLEY WATER
COMMISSION

Salary: \$78,000.00 - \$192,328.00 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; (2) New Jersey

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.

Nine (9) years of professional accounting experience in work involving the installation, operation, and keeping of a large-scale system of accounts, including or supplemented by twenty-one (21) semester credit hours in professional accounting subjects.

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 subjects; and five (5) years of the above-mentioned professional experience. Please upload a copy of your transcripts with your application. Failure to do so will result in ineligibility.

OR:

Possession of a current, valid certificate as a Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services; and five (5) years of the above-mentioned professional experience. Please ensure to provide details of your certification on your application. Failure to indicate possession of a current certification as of the closing date will result in ineligibility. You may be required to provide a copy of a valid certification 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 creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

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.

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 or call (609) 292-4144. Please note that applications 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:01328](#)
- [Click here to apply via the Online Application System](#)

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