

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: PURCHASING AGENT/ACCOUNTS PAYABLE

LOCATION: Finance Department - Town Hall
600 Bloomfield Ave
Verona, NJ 07044

TITLE CODE: 02948 Provisional Appointment

ISSUE DATE: 1/17/2023 **CLOSING DATE:** 2/17/2023

SALARY: \$41,751-\$80,540 Commensurate with experience and education

WORKWEEK: 35 Hours per week Full Time

DESCRIPTION: Under the direction of the Chief Finance Officer (CFO), the Township is seeking a full time Purchasing Agent (QPA) with experience in accounts payable (AP). Financial responsibilities include but are not limited to, review purchasing methods for multiple departments in accordance with prescribed laws, review requisitions for proper budget lines and sufficient funds, knowledge of positive pay, experienced in wire transfers. Purchasing responsibilities include preparation of bid specifications; bid openings and the ability to make recommendations for the acceptance or rejection of bids.

WORKWEEK: Must be available Monday-Friday 8:30 a.m. - 4:30 p.m. or other hours set by the CFO.

REQUIREMENTS, LICENSE AND CERTIFICATE: Graduation from a four year college, university or equivalent work experience. Possession of a Qualified Purchasing Agent (QPA) certification from the state of NJ or the ability to obtain QPA certification within three years required. Minimum of 1 year experience in a similar position and experience in Edmunds preferred. Excellent customer service and communication skills. Proficiency in Word and Excel. preferred. A valid driver's license issued in NJ is required.

APPLY: Interested candidates must submit a Verona Pre-Employment Application available at Veronanj.org/jobs cover letter and resume detailing experience and qualifications to the Office of the Township Manager, via email at JobOpportunities@VeronaNJ.org no later than 4:00 p.m. on the Closing Date listed above. The Township reserves the right to make a job offer prior to closing date.