

ORDINANCE 2025-06

AN ORDINANCE OF THE TOWNSHIP OF LITTLE EGG HARBOR, COUNTY OF OCEAN, STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 86 OF THE TOWNSHIP CODE ENTITLED “OFFICERS AND EMPLOYEES” SO AS TO CREATE ARTICLE LXXXII, ACCOUNTING ASSISTANT

NOW, THEREFORE, BE IT ORDAINED, by the governing body of the Township of Little Egg Harbor, County of Ocean, State of New Jersey, as follows:

SECTION 1. That the governing body hereby amends and supplements Chapter 86 of the Township Code entitled “Officers and Employees” so as to create Article LXXXII, entitled “Accounting Assistant” as follows:

Article LXXXII Accounting Assistant

§86-193 Position created

There is hereby created the position of Accounting Assistant for the Township of Little Egg Harbor.

§86-194 Duties; qualifications

A. Under the direction of the Township Chief Financial Officer, Accounting Assistant performs preliminary accounting work involved in preparing financial records and in maintaining an accounting system for the Township. The accounting assistant shall perform various routine accounting and statistical tabulations, preliminary work in auditing and recording expenses invoices and financial summaries and statements. The Accounting Assistant shall perform various clerical tasks related to the Township’s financial records, reconciliation of accounts and records. The Accounting Assistant shall perform any other related work as directed and assigned by the Township Chief Financial Officer.

B. In order to be appointed to the position of Accounting Assistant, an individual shall possess the following:

- (1) 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; or



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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; or

Possession of a valid certificate as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services, may be substituted for the educational requirement.

- (2) 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.

SECTION 2. All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

SECTION 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions hereof.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee of the Township of Little Egg Harbor held on the **8th** day of **May, 2025**, and will be considered for second reading and final passage at a regular meeting of the Township Committee to be held on the **12th** day of **June, 2025**, at 7:00 p.m., in the Little Egg Harbor Municipal Building located at 665 Radio Road, in Little Egg Harbor Township, New Jersey, at which time and place any persons desiring to be heard upon the same will be given the opportunity to be so heard.

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Rothstein, Mandell, Strohm,
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ATTORNEYS AT LAW

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KELLY LETTERA, RMC
Township Clerk
TOWNSHIP OF LITTLE EGG HARBOR

DAN MAXWELL, MAYOR