

## **Bureau of Accounts & Control**

Department of Finance  
Bureau of Accounts & Control  
520 Market Street  
City Hall, Room 213  
PO Box 95120  
Camden, NJ 08101-5120  
**Phone: (856) 757-7060**  
**Fax: (856) 757-7354**

### **Goals and Objectives:**

- To provide all City offices with financial information and advice, such as monthly spending appropriation, revenue and overtime projections.
- To provide a balanced and reconciled general ledger.
- To minimize the number of audit findings in the City's annual audit report.
- To shepherd the steps dictated in the audit's Corrective Action Plan.

### **Office Operations:**

- Maintain and operate the City's central bookkeeping and accounting records
- Provide budgetary information to all departments, when necessary
- Continually process paperwork for payments to vendors
- Maintain purchase order files
- Prepare monthly budgetary status reports
- Provide payment and billing information to vendors and other departments