

BOROUGH OF ROSELLE, UNION COUNTY

JOB POSTING

Title: ACCOUNT CLERK
Location: Finance Office
No. of Positions: 1

Opening Date: February 25, 2013
Closing Date: March 4, 2013

Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required. Examines and verifies that entries, postings, and totals are accurate and supporting documents are included. Performs routine arithmetic calculations and tabulates by hand or with the aid of machines. Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature. Posts entries in cash books, journals, ledgers, and/or other records. Prepares records of cash receipts and disbursements. Makes extensions and calculates percentages and discounts. Calculates deductions to be made from the pay of individuals. Keeps a continuous record of the amount, kind, and value of merchandise, material, equipment, and stock on hand. Checks and compares for completeness various types of documents such as vouchers, payrolls, requisitions, invoices, bills and receipts. Examines vouchers to ensure that they have the necessary approvals and that data are arithmetically correct. Reviews financial data to ensure correct account and appropriation are cited. Reviews expense account for funding or budgetary limitations and refers discrepancies to higher level staff.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Borough of Roselle.

Must be a Roselle, resident, US Citizen, High School graduate or GED, and 18 years of age or older. Excellent benefits package offered. Application can be obtained in Borough Hall or send resume, and salary history to David G. Brown II, 210 Chestnut Street, Roselle, NJ 07203, dbrown@boroughofroselle.com .

Roselle is an equal opportunity employer who fully and actively supports equal access for all people regardless of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.