

JOB POSTING

DEPARTMENT: TOWNSHIP OF LAWRENCE – Construction

TITLE: ACCOUNT CLERK

Annual Salary: \$27,505 (AFSCME Local 2257 Schedule B)

SCHEDULE: MONDAY-FRIDAY

HOURS 8:30AM TO 4:30PM

DEFINITION:

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.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

- 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 copies and redacts personal information from reports.
- Files reports in sequential order.
- Checks and compares for completeness various types of documents.
- Examines report to ensure that they have the necessary approvals.
- In person and phone contact with citizens to assist with questions and requests.
- Refers errors and irregularities to supervisor.
- Gives routine information in person and over the telephone.
- Maintains established records/files where selection and classification of data does not require difficult decisions and where procedures are routinized.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Compiling of statistical information upon request.

REQUIREMENTS:

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 essential duties of the position.

KNOWLEDGE AND ABILITIES:

- Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature.
- Knowledge of basic arithmetic functions.
- Ability to understand, remember, and carry out oral and written directions.
- Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms.
- Ability to add, subtract, multiply, divide, and find averages/percentages.
- Ability to apply arithmetic principles and to correct computational errors.
- Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment.
- Ability to perform work requiring constant/close attention to clerical and numerical detail.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

POSTED: 4/13/2018