

## **SENIOR ACCOUNT CLERK**

Anyone interested in the above mentioned vacancy must obtain an employment application from City Clerk's office or online via the website [here](#).

All completed applications must be returned to the City Clerk, **no later than Friday, February 27, 2015.**

### **DEFINITION**

Under direction, performs a variety of responsible and difficult 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 and/or takes the lead over other employees in the maintenance of accounting records; does other related duties as required.

**NOTE:** The definition and 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:**

Posts items such as revenue, expense, and cash receipt amounts in records/journals and assigns them as debits or credits to the appropriate account.

Reconciles accounts of moderate complexity by comparing account balances with related data.

Reviews records and source documents to identify the source of discrepancy.

Checks reports received for duplication, mathematical accuracy, Completeness, and compliance with prescribed requirements.

Verifies accuracy of figures, calculations, and posting pertaining to transactions as well as computer printouts which are recorded by other workers.

Prepares requisitions, vouchers, and may prepare balance statements.

Prepares a listing of charges, payments, and irregular charges or refunds.

Investigates irregular charges, billings, and so forth.

Performs arithmetic calculations in the computation of interest charges and refunds.

Computes data according to formulas and may use adding or calculating machine to complete computation.

Prepares required forms to enter data into a computerized system and uses codes to denote the accounts affected by the transaction including such items as appropriation, project, and various other subdivisions in the account structure.

Serves as lead worker in assigning work, checking computations, and training new employees with routine problems.

Prepares and sends out routine letters requesting data omitted from records.

Prepares routine reports.

Maintains files of accounting/statistical data and reports.

Reviews, checks, and certifies reports, applications, and other documents for correctness, answers nonroutine and routine inquiries of limited complexity, and receives, reviews, and adjusts complaints.

May train new clerical employees.

Gives assignments, instructions, advise, and guidance to employees.

Composes replies to routine correspondence.

Occasionally supervises a designated phase of the clerical activity of the unit.

Reviews various commitment and obligation documents.

Examines each document to ensure completeness of data, accuracy of computation, appropriateness of monetary data, and validity of accounting classification.

Contacts individual submitting document to resolve questions on data submitted.

Establishes and maintains control sheet to prevent over obligation of funds.

Receives, reviews for correct data, and processes accounts payable or accrued expenditure transactions, liquidates outstanding obligations, and computes and prepares adjustment vouchers for changes in data.

Receives, reviews for correct data, and processes collection vouchers and liquidates accounts receivable.

Computes and prepares adjustment vouchers for changes in data.

Maintains liaison with various operating units to ensure that time limitations are met for discounts and partial payments.

Maintains manual record of quarterly and annual allotments authorized and issued to operating units.

Prepares documents for machine processing by assigning appropriate accounting transaction codes to documents to reflect the activity listed, forwards same to data processing for data entry action, and ensures that accounting documents processed are included in the appropriate accounting period.

Establishes orders received, earned reimbursement, and charges for supplies and services rendered which resulted in accounts receivable, and codes all documents for input to the computerized ledgers; maintains hard copy of accounts receivable summary sheet by appropriation, and initiates correspondence or telephone communications on delinquent accounts receivable.

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.

## **REQUIREMENTS:**

### **EXPERIENCE:**

One (1) year of experience in the preparation, maintenance, and/or review and verification of financial records.

### **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 accounting clerical methods, forms, and techniques.

Knowledge of office practices and procedures relating to the processing and recording of financial transactions.

Knowledge of accounting information, accounting codes, classification, and terminology pertinent to clerical maintenance operations.

Knowledge of basic arithmetic functions.

Ability to understand transactions in terms of accounting codes and classifications.

Ability to understand relationships among accounting records and documents.

Ability to understand, remember, and carry out oral and written directions.

Ability to perform routine and repetitive tasks, compare numerical and verbal data, and select appropriate information for forms.

Ability to add, subtract, multiply, divide, and find averages and percentages.

Ability to apply arithmetic principles and to correct computation errors.

Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures.

Ability to perform work requiring constant and close attention to clerical and numerical detail.

Ability to learn 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 the 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 the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

February 10, 2015

Board of Health	Municipal Garage
Board of Adjustment	Office of Emergency Mgmt.
Central Dispatch 911	Planning Board
City Attorney's Office	Police Department
City Clerk's Office	Public Works Department
City Engineer's Office	Purchasing Departments
Municipal Treasurer's Office	Dept. of Public Property/Comm Services
Construction Code Department	Tax Assessor
Fire Department	Tax Collector
Mayor's Office	Transportation & Parking Dept.
Municipal Court	Linden Library

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Senior Account Clerk in the Public Property/Community Services Department at the annual salary of \$43451-\$59897. (job description and requirements attached). This position is a full time position for 35 hours per week. Please post this in an area available to all employees. In addition to this announcement, this position will be publicly advertised.

Anyone interested in the above mentioned vacancy must obtain an employment application from City Clerk's office. All applications must be returned to the City Clerk, **no later than Friday, February 27, 2015.**

Very truly yours,

Jessica Sheehy  
Supervisor of Personnel

c: Mayor Derek Armstead  
Council President Jorge Alvarez  
MEMBERS OF COUNCIL  
Bulletin Board  
Affirmative Action Officer