

Borough of Lodi – Job Opening Announcement

Job Title:	Account Clerk	Position:	Part-Time
Department:	Finance	Shift:	20-25 hours/week
Date Posted:	February 16, 2024	Salary:	\$22.00/Hour
Post Expires:	March 04, 2024		

Application Process:

VIA OUR WEBSITE:

WWW.LODI-NJ.ORG/P/EMPLOYMENT

**ALL QUALIFIED APPLICANTS
WILL BE SUBJECT TO
BACKGROUND CHECKS**

Job Description

ROLE AND RESPONSIBILITIES

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.
- POSTS ACCOUNTING INFORMATION TO DATA TRANSACTION FORMS TO REFLECT CORRECT ACCOUNTING CATEGORY OR CODE AND UTILIZATION OF FUNDS IN ACCORD WITH SPECIFIC GUIDELINES.
- POSTS NONCOMPLEX DISBURSEMENTS, DEDUCTIONS, AND REMITTANCES PAID AND DUE, AND CHECKS.
- RECORDS CHARGES, OVERPAYMENTS, REFUNDS, AND SO FORTH INTO RECORD BOOK.

Borough of Lodi – Job Opening Announcement

- PREPARES VOUCHERS, INVOICES, AND ASSISTS WITH PREPARATION OF PERIODIC REPORTS.
- PERFORMS SIMPLE RECONCILIATION OF BANK ACCOUNTS.
- MAY ASSIST IN COLLECTING/COMPILING DATA FOR INCLUSION IN BUDGET REQUESTS, FINANCIAL STATEMENTS, AND OTHER REPORTS.
- REFERS ERRORS AND IRREGULARITIES TO SUPERIORS.
- 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.
- MAINTAINS STANDARDIZED DOUBLE ENTRY BOOKKEEPING RECORDS INVOLVING MAKING ENTRIES IN JOURNALS AND POSTING TO LEDGERS AND OTHER RECORDS WHICH ENTAIL ONLY A FEW VARIATIONS IN THE TRANSACTIONS RECORDED, CLEARLY ESTABLISHED GUIDELINES EXIST FOR THE ACTIONS REQUIRED, AND LIMITED PROBLEMS IN IDENTIFYING THE PROPER ACCOUNT CLASSIFICATION OR IN BALANCING AND RECONCILING ACCOUNTS.
- 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.
- RECORD, PROCESS, AND MAINTAIN ALL REQUISITIONS ENSURING THAT THE CORRECT BUDGET APPROPRIATIONS ARE BEING CHARGED.
- WORK IN CONJUNCTION WITH QPA TO ENSURE THAT PURCHASING PROCEDURES ARE IN COMPLIANCE WITH FINANCE POLICIES.
- MAINTAIN ALL ACCOUNT PAYABLE FILES AS REQUESTED.
- ACT AS LIAISON BETWEEN THE BOROUGH AND VENDORS FOR ALL INQUIRIES AND FOLLOW UP
- ANY OTHER CLERICAL DUTIES AS REQUESTED BY THE FINANCE OFFICER AND BOROUGH MANAGER
- REVIEWS VARIED FINANCIAL TRANSACTIONS AND RECORDS FOR CONFORMANCE WITH REGULATIONS AND ESTABLISHED ACCOUNTING PROCEDURES.
- COMPILES FINANCIAL AND OTHER STATEMENTS AND REPORTS USING BASIC DATA.

EXPERIENCE AND LICENSE REQUIREMENTS

TWO – THREE YEARS OF MUNICIPAL GOVERNMENT EXPERIENCE WITH EDMUNDS FINANCIAL SOFTWARE PREFERRED AND OTHER RELATED SUPPORT SERVICES IN THE OPERATIONS OF A MUNICIPAL FINANCE DEPARTMENT.

- PRIOR EXPERIENCE IN MUNICIPAL ACCOUNTS PAYABLE AND BUDGET PROCESS
- KNOWLEDGEABLE OF EDMUNDS SOFTWARE
- POSSESS EFFECTIVE COMMUNICATION AND WRITTEN SKILLS AS WELL AS ORGANIZATIONAL SKILLS
- FINANCE AND BOOKKEEPING SKILLS
- KNOWLEDGE OF MODERN ACCOUNTING PRINCIPLES, METHODS, AND PROCEDURES.

Borough of Lodi – Job Opening Announcement

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 THE ESSENTIAL DUTIES OF THE POSITION.

REQUIRED SKILLS AND ABILITIES [INCLUDING BUT NOT LIMITED TO]

- 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, 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.

INTERESTED PARTIES APPLY BY SUBMITTING AN APPLICATION ALONG WITH A COVER LETTER & RESUME. MUST BE EMAILED DIRECTLY TO BOTH: MUNICIPAL MANAGER MARC N. SCHRIEKS - MSCHRIEKS@LODI-NJ.ORG & EXECUTIVE ASSISTANT NORMA MORRISON - NMORRISON@LODI-NJ.ORG ON OR BEFORE MONDAY, MARCH 04, 2024. THE BOROUGH OF LODI IS AN EQUAL OPPORTUNITY EMPLOYER.