Job Title: Senior Account Clerk

Reports to: Contract Supervisor

Location/Hours: Paterson, NJ / M-F, 8:30am to 4:30pm

The Passaic County Department of Human Services is seeking a Senior Account Clerk. Under supervision of the Contracts Supervisor, the Senior Account Clerk 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.

Examples of Essential Responsibilities:

- Responsible for all records and files pertaining to accounts payable. Included are purchase orders, subcontracts, invoices, statements, vouchers and reports.
- Responsible for vendor documentation and registration in accounting system.
- Verify legitimacy of invoices by matching them to purchase orders, subcontracts, or discrepancy reports. Check eligible costs and perform any other tests to insure validity. Checks reports received for duplication, mathematical accuracy, completeness, and compliance with prescribed requirements.
- Handle telephone inquiries regarding payment/non-payment of accounts payable invoices.
- Compliance with internal controls to create an audit trail and documentation of procedures which apply to the above responsibilities.
- Assist with various projects as assigned by the Contract Supervisor.
- Posts items such as revenue and expense in records/journals and assigns them as debits or credits to the appropriate account.
- Reconciles accounts by comparing account balances with related data. Reviews and records source documents to identify the source of discrepancy.
- Verifies accuracy of figures, calculations, and posting pertaining to transactions as well as computer printouts which are recorded by other workers.
- Prepares requisitions, purchase orders, partial payments, and balance statements.
- Reviews, checks, and certifies reports, applications, and other documents for correctness, answers inquiries, and receives, reviews, and adjusts complaints.
- Trains clerical and monitoring staff in fiscal operations and voucher reviews.
- Supervises Account Clerk(s). Gives assignments, instructions, advice, and guidance to employees.
- Directs staff to contact individuals submitting documents to resolve questions on data submitted.
- 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.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the County.
- In consultation with the Department Director and Contract Supervisor, prepares and manages the department annual budget, including personnel salaries. Computes salary percentages across funding sources, and correctly charges each account accordingly.
- Maintains confidential personnel information.

Qualifications:

- High School Diploma or equivalent (required) Bachelor’s Degree in finance or related discipline (preferred).
- Three or more years of experience in the preparation, maintenance, and/or review and verification of financial records.
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- One or more years of supervisory experience.
- Proficient in Microsoft Office, with competency in Excel.
- Knowledge of accounting clerical methods, forms, and techniques.
- Knowledge of Edmunds Finance System.
- Knowledge of office practices and procedures relating to the processing and recording of financial transactions.
- Ability to apply arithmetic principles and to correct computation errors.
- Ability to perform work requiring constant and close attention to clerical and numerical detail.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

To be considered, email the following documents to sonyam@passaiccountynj.org, no later than Friday, July 24, 2020.

- Cover letter indicating your interest in this position, and any relevant experience or education.
- Resume
- Names and phone numbers of at least three professional references.

Passaic County is an Equal Opportunity Employer.