



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
 Chatham, New Jersey 07928  
 www.chathamtownship.org

## JOB SPECIFICATION

<b>Title</b>	Finance Clerk
<b>Department</b>	Finance
<b>Type</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable
<b>Reports to</b>	Chief Financial Officer
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	180 days

### Summary/Definition

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.

### Duties/Responsibilities

- 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 payments.
- 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 accounts for funding or budgetary limitations and refers discrepancies to higher level staff.
- Posts accounting information to databases 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.
- 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 supervisor.

- Gives routine information in person, over the telephone, and via e-mail.
- 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 municipality.
- Perform other related tasks as required.

## **Requirements**

### **Education**

- Graduation from an accredited college or university with an Associate's degree.

### **Licenses**

- 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.

### **Certifications**

### **Experience**

- Two (2) years of experience in work related to the administrative or finance operation of a professional office or government agency, including the preparation and/or processing of documents..

*NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.*

### **Knowledge/Skills/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 establish and maintain cooperative working relationships with local and state government officials, staff members, and the public.
- Ability to review applications and other documents for completeness and accuracy.
- Ability to provide support, technical assistance and guidance to appropriate levels of professional and clerical staff.
- Ability to establish and maintain essential logs, records and files.
- Ability to gather and compile information and data.
- Ability to perform routine calculations.
- Ability to prepare narratives, reports and correspondence.
- Ability to read and interpret laws, rules and regulations and apply them to specific situations.

- 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 duties of this position.

### **Physical Requirements**

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds.
- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*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.*

*The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*