



TOWNSHIP OF BELLEVILLE

152 WASHINGTON AVENUE
BELLEVILLE, NEW JERSEY 07109
MBORGES@BELLEVILLENJ.ORG
PHONE: (973) 450-3589

EMPLOYMENT OPPORTUNITY

TITLE: ACCOUNT CLERK

CLOSING DATE: JANUARY 24, 2025

Position Summary:

The Township of Belleville is seeking an Administrative Professional to join our Tax and Water Department as an **Account Clerk**. This full-time position involves performing routine clerical tasks related to financial record-keeping and account reconciliation. The ideal candidate will possess strong organizational skills and a commitment to accuracy in financial documentation. We encourage all qualified individuals to apply.

Key Responsibilities:

- Verify and examine financial data, including entries, postings, and supporting documentation.
- Perform routine calculations, tabulations, and record financial transactions.
- Post entries in journals, ledgers, and cash books.
- Assist with maintaining records of receipts and disbursements.
- Reconcile accounts and ensure accuracy in financial documentation.
- Prepare vouchers, invoices, and assist with financial reports.
- Provide routine information to the public both in person and over the phone.
- Maintain established records/files in accordance with standardized procedures.

Requirements:

- Knowledge of basic office procedures and arithmetic functions.
- Ability to perform detailed clerical work and follow established guidelines.
- Strong attention to detail and the ability to identify discrepancies.
- Experience with basic computer systems and electronic recording tools.
- Ability to work effectively in a team-oriented environment.

Note: The listed duties are illustrative and may vary. Not all tasks may be performed, and additional duties may be assigned as needed.

Application Process:

Submit your resume and cover letter detailing relevant experience to Michele Borges at Mborges@Bellevillenj.org.

The Township of Belleville is an Equal Opportunity Employer