



TOWNSHIP OF BELLEVILLE

152 WASHINGTON AVENUE
BELLEVILLE, NEW JERSEY 07109

EMPLOYMENT OPPORTUNITY

ISSUE DATE: **April 21, 2025**

CLOSING DATE: **April 25, 2025**

TITLE: **Account Clerk – Health Department (Full-Time)**

SALARY: **\$41,826.00**

WORKWEEK: **Full-Time (35 Hours/Week) Monday – Friday 8:00am – 4:00pm**

Position Summary:

The Township of Belleville is seeking a highly organized, detail-oriented administrative professional for the position of Account Clerk in the Health Department. This role involves performing a wide range of clerical and financial tasks including data entry, account reconciliation, public interaction, and administrative support. The ideal candidate will have strong communication skills, proficiency in Microsoft Word and Excel, a high degree of confidentiality, and the ability to handle multiple responsibilities efficiently in a public service environment.

JOB DUTIES:

- Verifies, records, and reconciles financial transactions to ensure accuracy and completeness.
- Prepares and maintains records of financial receipts and transactions.
- Examines documents such as invoices, vouchers, and requisitions for accuracy and proper authorization.
- Assist with the preparation of financial reports
- Provides routine information/inquiries to the public both in person and over the phone
- Assists residents in obtaining pet licenses for dogs and cats in compliance with local regulations.
- Coordinates and provides assistance for senior transportation services.
- Maintains organized and accurate records/files in accordance with standardized procedures.

Note: The above duties are illustrative and not all-inclusive. Additional tasks may be assigned as required.

REQUIREMENTS:

- Must be a Belleville resident
- Ability to perform detailed clerical work and follow established guidelines

- Strong attention to detail and ability to identify discrepancies
- Experience with basic computer systems and electronic recording tools
- Ability to work effectively in a team-oriented environment
- Strong verbal and communication skills
- Ability to interact effectively and professionally with the public

PREFERRED QUALIFICATIONS:

- Bilingual abilities are preferred, but not required.

APPLY:

Interested candidates should submit a resume to employment@bellevillenj.org

The Township of Belleville is an Equal Opportunity Employer