



TOWNSHIP OF BELLEVILLE

152 WASHINGTON AVENUE

BELLEVILLE, NEW JERSEY 07109

EMPLOYMENT@BELLEVILLENJ.ORG

EMPLOYMENT OPPORTUNITY

POSTING DATE: AUGUST 04, 2025

CLOSING DATE: AUGUST 10, 2025

POSITION TITLE: ACCOUNT CLERK

CIVIL SERVICE TITLE CODE: [00001](#)

POSITION TYPE: FULL TIME

DEPARTMENT: FIRE DEPARTMENT/ FIRE PREVENTION BUREAU

SALARY/RANGE: \$41,826 – \$56,166

WORK SCHEDULE: MONDAY – FRIDAY 8:00AM TO 4:00PM

UNION AFFILIATION: OPEIU Local 32/ BMEA

POSITION SUMMARY:

The Township of Belleville is currently seeking applicants for a Full-Time Account Clerk position in the Fire Prevention Bureau.

Under the direction of the Fire Official or designated supervisor, the Account Clerk performs a variety of clerical and recordkeeping duties. This includes scheduling inspections, maintaining inspection logs, managing financial documents, and supporting public inquiries. The ideal candidate will be organized, detail-oriented, and proficient in Microsoft Excel, with a demonstrated ability to manage scheduling and administrative support tasks in a fast-paced environment.

EXAMPLES OF WORK:

- Schedule and maintain calendars for fire inspections
- Input inspection statuses and findings into the department's software systems
- Examine and verify numerical entries, postings, and supporting documentation
- Prepare, post, and reconcile financial records, invoices, and vouchers
- Maintain accurate records of disbursements, collections, and balances
- Assist with compiling financial data for reports or budget requests
- Provide routine information to the public and internal departments
- Maintain filing systems, both manual and electronic, in accordance with Township policies
- Refer discrepancies and irregularities to supervisory staff as needed
- Collaborate with the fire department and municipal staff

* Please note, the position summary and examples of work provided are for illustrative purposes only and are not intended to cover or contain a comprehensive listing of all activities, duties, or responsibilities that may be required of an employee in this position.

REQUIREMENTS:

- Must be a Belleville Resident
 - High School Diploma or equivalent
 - U.S. Citizenship or legal authorization to work in the U.S.
 - Ability to pass background check and other pre-employment screenings
 - Bi-lingual preferred but not required
-

KNOWLEDGE AND ABILITIES:

- Prior customer service experience
 - Experience in planning and scheduling tasks or appointments
 - Proficiency in Microsoft Word, Excel and scheduling software
 - Strong organizational skills and attention to detail
 - Effective verbal and written communication skills
 - Ability to manage multiple priorities and maintain accurate records
-

PENSION AND BENEFITS:

- Eligible for Health Benefits in accordance with the Township employment policy
 - Enrollment in the Public Employees' Retirement System (PERS) pension
 - Paid time off in accordance with the applicable collective bargaining agreement
-

CIVIL SERVICE INFORMATION:

The Township of Belleville is a Civil Service Municipality. This position is governed by the rules and regulations of the New Jersey Civil Service Commission (NJCSC).

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT:

The Township of Belleville is an Equal Opportunity/Affirmative Action Employer and complies with all applicable Federal and State laws, rules and regulations prohibiting discrimination and harassment in employment.

HOW TO APPLY:

Interested and qualified applicants must submit a cover letter and resume to: employment@bellevillenj.org no later than 4:00 pm on the closing date listed above. The Township reserves the rights to make a job offer prior to the closing date.