

**EMPLOYEE NOTICE  
JOB POSTING & JOB DESCRIPTION**

**JOB TITLE:** Senior Account Clerk  
**SALARY:** \$45,463- \$92,801  
**CLASSIFICATION:** 15  
**DEPARTMENT:** Utilities

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**JOB DISCRIPTION:** The responsibilities of this position with minimum supervision include preparing encumbrances, payment vouchers and purchase requisitions against both the W&S Operating budgets and the W&S Ordinance budgets. Auditing of vouchers, computer posting and reconciliation of the budgets. Generation of various reports, setting up files and keeping accurate records. Shares heavy phone volume relating to water and sewer items, i.e. water use restrictions, water main breaks, low pressure, sewerage, fluoridation, backups, odor etc. Perform routine secretarial and clerical tasks. Handle mark out machine and emergency mark outs. Assist foreman with monitoring and dispatching computerized water alarms through the SCADA system.

**ESSENTIAL FUNCTIONS PERFORMED:**

- Assume all duties and responsibilities in the preparation of purchase requisitions, encumbrances and payment vouchers for both the W&S Operating Budget and the W&S Ordinance budgets.
- Audit claim vouchers and track encumbrance balances.
- Maintain computerized ledgers, i.e., operating expenses, encumbrances, utilities, SBT bid contracts, other departments' expenditures of Water & Sewer funds, i.e., vehicle maintenance, fuel, phones.
- Maintain computerized ledger of W&S Capital budget contacts.
- Collect and distribute from the regular meeting agenda, information, such as resolutions pertaining to the W&S Capital ordinances, as well as utility issues.
- Reconcile ledgers against the Finance Department reports.
- Prepare and maintain vendor files.
- Prepare and maintain W&S ordinance files.
- Audit vendors' invoices for accuracy and compliance with contracts and resolutions.
- Contact vendors regarding pricing and/or problems, order materials as needed.
- Compile information and prepare reports.
- Maintains petty cash fund.
- Checks received from refunds, wastewater, and scrap metal must be sent to finance for deposit with corresponding account line item numbers.
- Screen and route phone calls, route correspondence and faxes.
- Convey information regarding various aspects of each operation to citizens, contractors, developers, State DOT, and other Municipalities, etc.
- Maintain radio contact with employees, i.e. utility mark outs, emergency complaints, and field repairs.
- Receive, record, dispatch and main utility mark out requests.

## AFSCME UNION

- Maintain mark out printer.
- Request mark outs on behalf of Water & Sewer Utilities.
- Keep supervisors apprised of budget expenditures and balances.
- Serve as mail courier (between buildings).
- Take inventory and order office supplies.
- Make photocopies and collate materials.
- Work closely with other Departments.
- Adhere to, enforce, and review the Rules and Regulations and Policies and Procedures of the department and Township.

**ADDITIONAL FUNCTIONS PERFORMED:** The following functions are requirements specific to this department position.

- In the temporary absence of the Administrative Secretary, compile, compute, and submit the payroll to Finance.
- Type and distribute correspondence
- Keep records of employee absences.
- Greet and direct visitors.
- Monitor and dispatch computerized water alarms.
- Perform other job functions of Administrative Secretary and related duties as needed or required.

### **REQUIRED KNOWLEDGE AND ABILITIES:**

- Requires a strong sense of responsibility, discretion, and knowledge of the many phases of both Water & Sewer Divisions field operations as well as budgeting.
- Read, write and speak English effectively with thorough knowledge of grammar, spelling, and vocabulary.
- Must be computer proficient to create spreadsheets and reports.
- Must have good secretarial skills, as well, to fill in for Administrative Secretary during temporary absences.
- Hearing and visual acuity essential to fulfill the need to work with centrally located items and/or distant items or offices; answer or transmit on shared radio; to access and use photocopies; to courier to offices in other buildings within the complex; upstairs and downstairs; fill copier machine with paper; to transmit faxes; to lead visitors.
- Experience or knowledge of the operation of the below listed office equipment.
- Maintain effective working relationship with all employees, department heads and general public in a courteous and tactful manner.
- Prioritize and schedule own work to meet required deadlines.
- Perform heavy volume of work, maintaining accuracy, with constant interruptions.
- Communicate clearly in providing information.
- Use calculator with dexterity and speed while maintaining accuracy in computations.
- Work with little to no supervision and under pressure at times.

AFSCME UNION

**EQUIPMENT USED:**

Computer	Laser Printers	Typewriter	Telephone	Shredder
Photocopier	Facsimile	2- Way Radio	Calculator	SCADA System

**MINIMUM REQUIREMENTS/QUALIFICATIONS:** Highschool degree or GED equivalency required. Minimum of 5 years experience in bookkeeping and clerical functions preferably in municipal government with expertise in the procedures of municipal finance. Computer experience using Microsoft Office (Word & Excel a must). Accuracy in preparing documents.

**Candidates interested in applying for this position should apply on-line through the Township website.**

South Brunswick is an Equal Opportunity Employer.