

**EMPLOYEE NOTICE  
JOB POSTING & JOB DESCRIPTION**

**JOB TITLE:** Account Clerk I  
**SALARY:** \$34,769 - \$71,123 (2022)  
**RANGE#:** 6  
**DEPARTMENT:** Finance Department  
**DIVISION:** Water & Sewer Revenue

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**JOB DESCRIPTION:** Under the direction of the Water & Sewer Revenue Supervisor, assists in the maintenance and billing of water and sewer account records. This position requires general knowledge of accounting/billing procedures, the application/distribution of collections and computer experience. Accurate accounting, strong ability to concentrate, and courteous customer service ability. Performs related duties as assigned.

**ESSENTIAL FUNCTIONS PERFORMED:**

- Assists in preparation of quarterly billings for residential, commercial, industrial and extra-strength sewage accounts, delinquencies, and other specialized billings.
- Reconciles billing and usage totals for posting to controls and projects.
- Prepares and reconciles monthly trial balance on computer.
- Assists in preparation of monthly and quarterly cash receipts, fees collected, billing and usage, reread and stopped meter reports.
- Assists with monthly status and rate study reports.
- Assists in preparation of manual delinquent, last notice and shut-off lists and list of delinquent Water & Sewer accounts for Township tax sale.
- Posts and reconciles daily receipts and adjustment billings and computes totals for posting to cash receipts journal and assists in maintenance of use records and cards for new accounts, finals, adjustments, corrected bills and record data changes.
- Maintains cash drawer and reconciles daily.
- Prepares daily bank deposits.
- Prepares searches of Water & Sewer records for tax searches as required and maintains files for local and other authorizes.
- Screens, routes and processes all Water & Sewer mail and routine and non-routine correspondence.
- Screens and routes telephone calls.
- Receives, validates and routes to other departments when necessary, Water & Sewer rents, fees, department revenue and other miscellaneous items.
- Conveys routine information to citizens, attorneys, banks, mortgage companies, businesses, Township auditor attorney and other municipalities.
- Computes computer or manual interest as needed.
- Schedules and conveys necessary daily information to meter reader for routine and non-routine work matters.
- Performs other related work as required (including posting daily township mail).
- Assists in processing of new or renewed forms for Water and/or Sewer Senior/Disabled Deduction Applications.

## **AFSCME UNION**

### **EQUIPMENT USED:**

Computer	Photocopy Machine	
Calculator	Fax Machine	Credit Card Machine
Validator	Folding Machine	Hand Held Radio

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

Knowledge of:

- computer operations and accuracy in data entry; and
- arithmetic and accounting procedures.

Ability to:

- adhere to prescribed routines and practices, maintain complex records and files;
- work independently;
- read and type from a handwritten document;
- read, write and understand English and understand and carry out oral and written directions;
- hearing and visual acuity are also required to perform essential functions;
- perform accurate manual computations;
- maintain effective working relationship with all employees and general public in a courteous and tactful manner;
- comprehend, interpret relevant codes, regulations, policies, procedures and understand instructions;
- prioritize work and accomplish required deadlines;
- maintain a professional image; and
- perform all other duties and tasks as assigned.

### **MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- High School degree or GED equivalent required.
- Microsoft Office with thorough knowledge of Word & Excel.
- Position requires clerical and general bookkeeping experience.
- Knowledge of English, grammar and accuracy in spelling.
- Operation of basic office equipment including computer, typewriter & copy machine.
- Training or experience in accounting procedures.
- Accuracy in computations/proof and accounting/bookkeeping procedures.
- Advances specialized course training is preferred.
- Computer experience helpful.
- Customer phone and office/accounting experience required.
- Must successfully pass a six-month probation period.
- Must successfully pass a thorough criminal history and background check if not already employed with the Township.

***ALL NEW HIRES MUST BE FULLY VACCINATED WITH THE COVID-19 VACCINE***

Please complete an application on-line if interested.

South Brunswick is an Equal Opportunity Employer.