



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	FINANCE CLERK
POSTING DATE:	07/28/2021
CLOSING DATE:	08/06/2021 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Deputy Chief Financial Officer / Treasurer
UNION AFFILIATION:	BMEA
SALARY RANGE:	Grade C (Minimum: \$32,619.80 / Maximum \$53,550.98)

The successful candidate will work under the direction of the Deputy CFO/Treasurer and assist with daily function as needed, including but not limited to:

- Support the mission of the Treasurer's Division to pay in a timely manner the financial obligations of the Township in compliance with applicable state government laws and township policies and procedures.
 - Responsible for daily deposits, daily revenue postings, and daily vouchers. Billing vendors for additional funds per estimates or to pay invoices.
 - Provide assistance to the Tax Collector when necessary, including collect and receipt tax, sewer, assessment, and collection fee; oversee Senior Citizens' and Veterans' deduction; reconcile deposits; enter daily batches into computer; and respond to telephone and written inquiries.
 - Provide assistance to Tax Assessor when necessary.
 - Provide assistance to Purchasing Agent when necessary.
 - Perform other related work as required.
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MINIMUM REQUIREMENTS

EDUCATION: Must have a High School Diploma or equivalent; possess good organizational, administrative, computer, and communication skills. Experience with Accounts Receivable, Accounts Payable, bookkeeping, and/or accounting is highly preferred.

KNOWLEDGE, SKILLS & ABILITIES: Strong analytical and accounting skills; experience with GFMS Accounting System or other accounting software and MS Excel, Word and Outlook; must be able to effectively handle multiple projects simultaneously in a deadline-driven environment; excellent verbal, written communications and interpersonal skills; ability to work independently and as part of a team and take on challenging new tasks; must possess a marked ability to maintain the confidentiality of records; and ability to work with minimal guidance and take ownership of his/her work.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on 08/06/2021. Please put "FINANCE CLERK" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER