



COUNTY OF HUNTERDON
NOTICE OF VACANT POSITION

DATE OF POSTING: November 08, 2017

PRINCIPAL ACCOUNT CLERK

IN THE

FINANCE DEPARTMENT

SALARY RANGE FULL TIME: \$36,362

Under direction, performs a variety of clerical duties of considerable difficulty and complexity which involve computing, classifying, verifying, and recording numerical data and reconciling accounts, records, and documents to keep sets of financial records complete and may supervise a small group of employees in the maintenance of accounting records; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Maintains journals or subsidiary ledgers of an accounting system, and balances and reconciles accounts.

Reviews invoices and statements (verifying information, ensuring sufficient funds have been obligated, and if questionable resolving with the submitting unit, determining accounts involved, coding transactions, and processing material through data processing for application in the accounting system) and/or analyzes and reconciles computer printouts with operating unit reports (contacting units and researching causes of discrepancies, and taking action to ensure that accounts balance).

Posts actions to journals identifying subsidiary accounts affected and debit and credit entries to be made assigning proper codes.

Reviews computer printouts against manually maintained journals, detecting and correcting erroneous postings, and preparing documents to adjust accounting classifications and other data or review lists of transactions rejected by an automated system, determining reasons for rejections, and preparing necessary correcting material.

May coordinate activities of a small unit (less than three employees) which is involved in an accounting function.

Follows established policies and procedures with responsibility for reviewing work methods or processes to increase efficiency, gives assignments, and trains subordinate personnel.

May be responsible for reviewing and verifying subsidiary reports submitted from field installations, school districts, and other subdivisions.

Examines, verifies, and reviews vouchers, claims, and bills and makes contacts to correct discrepancies.

Initiates appropriate action and makes adjustments based on knowledge of requirements, experience, and judgments.

Is responsible for and prepares balance sheets and financial statements.

Prepares reports giving information in specified account areas.

Verifies accuracy of figures, calculations, and postings pertaining to transactions recorded by other employees.

Receives requests for financial data and ensures that these are handled properly and without delay.

Is responsible for adjustment of complaints, and explaining complex regulations, procedures, and errors to employees.

May prepare non-routine correspondence explain complex regulations and procedures.

Supervises preparation of required forms to enter data into a computerized system.

Reviews records and computer printouts to balance accounts and to identify suspense items or delinquent accounts for further action.

Assists a higher level employee in the collection, compilation, and tabulation of financial data.

Consults with supervisor on unusual and highly complex problems.

Recommends the hiring, firing, promotion, and disciplining of employees.

Maintains files of accounting/statistical data and reports.

Prepares worksheets reflecting the source of discrepancies, corrective actions required to bring all accounts into agreement, and providing the accuracy of adjusted accounts and appropriate course of action to prevent future discrepancies of the same type.

Receives purchase orders, contracts, travel orders, and similar documents for obligation against appropriated funds.

Reviews documents to ensure they are authorized in accord with regulations charged to the applicable appropriation, and funds are available to cover the obligations.

Obligates documents assigning appropriate symbol codes for general ledger accounts, obligation account, control point and cost center, limitation and appropriation.

Summarizes information and transcribes it to pre-punched data entry cards.

Maintains unliquidated obligation data entry card deck and all backup service documents.

Prepares transaction sheets.

Assigns appropriate account codes.

Transfers information with pre-punched data entry cards to data processing for entry into general ledger system.

Reconciles monthly all card transactions, obligations, and unliquidated obligations (undelivered orders) with general ledger control accounts as indicated on computerized listing.

Prepares vendor invoices and other fiscal items for payment.

Verifies amount shown on documents with original obligation document.

Notes discrepancies and follows-up with vendor or receiving department to clarify and correct discrepancy.

Annotates obligation document with payment data and places in file.

Prepares code sheet listing general ledger and subsidiary accounts, appropriation, and cost center.

Prepares monthly reconciliation and adjustment of accounts including applied cost and net obligation, accrued services and undelivered orders with general ledger control account, unpaid files on prior year appropriations, work-in-process, and purchase option and rental allowance for data processing equipment.

Receives, analyzes, and classifies all allotments and initiation documents.

Assigns appropriate account code to set up accounts.

Receives, analyzes, and classifies all commitment and obligation documents.

Reviews documents for validity, budget and expenditure limitation, completeness, and correctness of accounting data.

Certifies fund availability to cover all initiations, commitments, and obligations.

Codes all data onto transaction sheets indicating type of appropriation and fund, control account, subsidiary account, limitation, and cost center.

Ensures that debits and credits on transaction sheets balance.

Prepares batch card with assigned number, data, and total amount of debits and submits forms to data processing for entry in computer system.

Reviews computerized data output and verifies it with manual data input.

Locates discrepancies, determines course of error, and takes necessary remedial action.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in the preparation, maintenance, and/or review and verification of financial records.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of account relationships within the accounting system.

Knowledge of and facility in work involving accounting and/or financial data, mathematical calculations, and the checking and processing of information.

Knowledge of clerical routines and procedures involved in the collection, sorting, coding, preparation of accounting data, and basic arithmetic functions.

Ability to analyze clerical accounting problems, to apply rules, regulations, and methods to a variety of situations, and to develop effective work methods.

Ability to gather, compile, and analyze basic accounting data and to prepare reports and summaries thereon.

Ability to instruct and guide lower level employees and evaluate their effectiveness.

Ability to locate discrepancies in financial reports which are of moderate complexity and to make corrections.

Ability to use judgment in recognizing possible alternative actions to problems when they are not prescribed or readily apparent, and in referring to others problems which require other than clerical decisions.

Ability to compose correspondence of an explanatory or interpretive nature.

Ability to add, subtract, multiply, divide, and find averages and percentages.

Ability to perform work requiring constant and close attention to clerical and numerical detail.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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PLEASE FORWARD COUNTY JOB APPLICATION TO:

***HUNTERDON COUNTY HUMAN RESOURCES DEPARTMENT
71 MAIN STREET, 3RD FLOOR
PO BOX 2900
FLEMINGTON, NJ 08822***