



COUNTY OF HUNTERDON

Department of Information Technology

Job Vacancy: Senior Account Clerk

Full-Time (40 hr/week)

Salary Minimum: \$37,296.00

Excellent opportunity for qualified candidate to perform varied clerical tasks including but not limited to the following:

Duties include performing a variety of responsible and difficult clerical tasks which may involve computing, classifying, and recording numerical data in the form of purchasing transactions, budgetary support, grant reporting and timekeeping/payroll entries through submission. Candidate will also assist with social media content, front desk, phones, and document preparation, filing and storage. This position will serve as a liaison to internal customers and vendors. The successful applicant will be familiar with Information Technology, have excellent computer skills using Word and Excel and have a good understanding of basic bookkeeping and arithmetic functions.

Preferred Experience: Microsoft Office, Helpdesk ticketing systems and Bookkeeping experience and experience with Edmunds Municipal Finance software is a plus.

Hunterdon County offers excellent health and dental benefits, paid leave, paid holidays, and this position is eligible for participation in the New Jersey State Retirement Systems.

For detailed information about the position please visit the New Jersey Civil Service Commission website and review the job specification:

<https://info.csc.state.nj.us/jobspec/03165@.htm>

To Apply: Please submit a County Employment Application which must include a Resume & Cover Letter:

<http://www.co.hunterdon.nj.us/pdf/jobapp.pdf>

Send to: Hunterdon County Human Resources via email personnel@co.hunterdon.nj.us or US Mail to 71 Main Street, PO Box 2900, Flemington NJ 08822

**This position is covered by the New Jersey Civil Service Commission and all appointments will require application, competitive examination and a 90-day working test period.*