



## **JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

135 Manhattan Street • Jackson • New Jersey 08527

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[www.jacksonmua.com](http://www.jacksonmua.com)

### **Full Time Account Clerk (Staff Accountant)**

#### **Job Details**

##### **Compensation:**

- \$16 - \$24 an hour based on experience and education level
- Upon completion of your first 90 days, a performance review will be completed with a potential hourly increase up to \$2.00, may be considered.

##### **Schedule:**

- 8 Hour Shifts/40 Hours a Week
- Monday – Friday
- 8:00am – 4:30pm
- Overtime, when necessary
- Union Position

##### **Benefits:**

- NJ State Pension Plan
- NJ State Life Insurance Plan
- Health Insurance
- Dental Insurance
- 457B Deferred Compensation Plan
- Aflac
- Flexible Spending Account
- Eyecare Reimbursement
- Performance Bonus
- Tuition Reimbursement
- Holiday Pay
- Paid Time off

#### **Job Description**

##### **Title – Account Clerk (Staff Accountant)**

- This position is responsible for a variety of routine, noncomplex, accounting tasks which involve computing, verifying, and recording numerical data, reconciliation of accounts, and documents to keep the Authority's financial records complete.
- This position falls under the guidelines of the New Jersey Civil Service Commission
- The Jackson Township Municipal Utilities Authority is an Equal Opportunity Employer

**Position Responsibilities Include but not limited to:**

- Examines and verifies that journal entries, postings, and totals are accurate and supporting documents are included.
- Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.
- Prepares daily bank deposits and maintains records of cash receipts
- Performs simple reconciliation of bank accounts
- Help review weekly payroll and occasionally prepare payroll as needed
- Help review quarterly pension report
- Assists Supervisor with various tasks and/or projects
- Punctual, dependable, and meet all work scheduling requirements
- Perform other related activities as assigned by Supervisor

**Skills and Qualifications:**

- Associate degree or higher (preferably in Accounting or Finance).
- Basic skills in Microsoft Word, Excel and Outlook are a must
- A valid driver's license, and a clean driving record are required.
- Ability to pass a pre-employment drug screen and background check
- Ability to understand, remember, and follow oral and written directions
- Ability to work harmoniously with associates and supervisors.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the Authority
- Ability to problem solve
- Ability to work independently
- Self-starter/self-motivated
- Ability to communicate effectively