

The Village of Newark office has an opening for a part time Account Clerk working with the water and sewer billing. Hours are 1–5 PM with flexibility to work more when needed. This is a civil service position requiring testing.

## Account Clerk

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class perform routine clerical and account keeping tasks involving the application of standardized account keeping practices in maintaining and reviewing financial accounts and records. Account Clerks usually work under general supervision on standard assignments in accordance with definitely defined procedures. Employees in this class may operate, or be required to learn to operate data processing or personal computer equipment and appropriate software. Supervisors are available for consultation on unusual problems and provide instructions on all new or difficult assignments. Incumbents do related work as required.

### TYPICAL WORK ACTIVITIES:

- ◆ Posts to journal or ledger accounts from appropriation, expense, invoice, payroll, receipts, voucher records and other original entry media;
- ◆ Receives remittances by mail or in person, verifies amount, computes interest and penalties and posts to book of original entry;
- ◆ Assists in maintaining labor, material and operational cost records;
- ◆ Assists in verifying and reconciling account balances according to a prescribed procedure;
- ◆ Helps to review and check routine account keeping records and reports for arithmetical and clerical accuracy, completeness and proper extension;
- ◆ Classifies recurring receipts and expenditures and distributes costs according to a prescribed code;
- ◆ Compiles data for and helps in the preparation of simple financial and statistical reports;
- ◆ may operate a computer in compiling and processing a variety of financial data;
- ◆ Issues receipts for monies received;
- ◆ Sorts, indexes and files requisitions, vouchers, ledger cards and other material;
- ◆ Performs incidental typing on reports/accounts;
- ◆ Compiles payroll data, prepares and checks payrolls;
- ◆ Operates computing, calculating, check writing and other office machines.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of modern methods of keeping and reviewing financial accounts and records; working knowledge of business arithmetic and English; working knowledge of office terminology, procedures and equipment; ability to write legibly; ability to operate or learn to operate a personal computer; ability to understand and carry out complex written and oral instructions; ability to understand and perform complex arithmetic calculations; clerical aptitude; accuracy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; or
- B. Two years of clerical experience in the compilation and maintenance of financial records and accounts; or
- C. An equivalent combination of training and/or experience as outlined in “A” and “B” above.

NOTE: Applicants seeking employment in this position may be required to provide verifiable training and /or experience in the operation of computers to receive an appointment to a position where such skills are a prerequisite to the satisfactory performance of the work.

Please send your resume to [vquade@villageofnewark.com](mailto:vquade@villageofnewark.com)