

Job Title: Finance Clerk III
Department: Finance
Reports to: Finance Director

Position Description

The Finance Clerk III has various accounting and clerical responsibilities including performing the accounts payable function, processing payroll and providing general administrative assistance as needed. The position requires good judgment, attention to details and the ability to maintain the confidentiality of sensitive employee information.

Responsibilities

1. Perform the day-to-day processing of accounts payable transactions:
 - Maintain accurate and complete accounts payable files
 - Handle accounts payable inquiries from Borough employees and vendors
 - Process all invoices received from vendors and verify that goods have been received
 - Prepare the weekly bill list for Borough Council review
 - Serve as custodian of the petty cash fund and reconcile and reimburse monthly
 - Process all accounts payable checks
 - Ensure that all checks are supported by appropriate documentation and have all required signatures
 - Order and secure the blank check inventory
2. Perform the payroll function:
 - Maintain accurate and complete payroll files
 - Control and verify all payroll information entered into the payroll module
 - Correct and update employee records
 - Run payroll checks and issue them to departments
 - Process insurance billing statements
 - Prepare and distribute employees' yearly earnings records
 - File quarterly earnings records per local guidelines
 - Address employee's questions concerning earnings
3. Provide administrative assistance in the office as needed:
 - In the absence of other staff, receive payments at the public payment window
 - Assist the Finance Director and other staff as needed

Knowledge and skills

The Finance Clerk III is expected to have: proficient knowledge of basic bookkeeping and accounting principles and practices; knowledge of payroll functions and procedures; a high level

of accuracy in data preparation and entry; understanding of basic mathematical principles; a working knowledge of word processing and spreadsheets; an ability to operate computers and standard office equipment; and excellent interpersonal skills.

Working Conditions

Work is performed in a generally comfortable indoor office at an open work station.

Physical Demands

The job involves prolonged sitting, light lifting of office materials, some bending to retrieve and replace files, and operation of computers and office equipment.

Minimum Qualifications

The completion of high school or equivalent with an emphasis on clerical and/or secretarial skills, preferably supplemented by business school or college training. An associate degree in business, finance or accounting is preferred along with knowledge of Microsoft Office products and computerized financial management. A minimum of two years of work experience in an accounting office or as a bookkeeper is expected. Municipal finance experience preferred.