

City of Burlington  
Department of Administration



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CAB

JOB POSTING – Open to the Public

## Account Clerk – title code 00001

Posting Date: Friday, September 6, 2019 to Friday, September 20, 2019

FULL TIME POSITION IN FINANCE DEPARTMENT – TAX COLLECTOR’S OFFICE - Under direction performs a variety of routine, repetitive, noncomplex clerical tasks which involve computing, classifying, verifying, and recording numerical data and the reconciliation of accounts, records, and documents to keep sets of financial records complete; does other related duties as required.

EXAMPLES OF WORK\*: Examines and verifies that entries, postings, and totals are accurate and supporting documents are included. Performs routine arithmetic calculations and tabulates by hand or with the aid of machines. Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature. Posts entries in cash books, journals, ledgers, and/or other records. Prepares records of cash receipts and disbursements. Makes extensions and calculates percentages and discounts. Calculates deductions to be made from the pay of individuals. Keeps a continuous record of the amount, kind, and value of merchandise, material, equipment, and stock on hand. Checks and compares for completeness various types of documents such as vouchers, payrolls, requisitions, invoices, bills and receipts. Examines vouchers to ensure that they have the necessary approvals and that data are arithmetically correct. Reviews financial data to ensure correct account and appropriation are cited. Reviews expense account for funding or budgetary limitations and refers discrepancies to higher level staff. Posts accounting information to data transaction forms to reflect correct accounting category or code and utilization of funds in accord with specific guidelines. Posts noncomplex disbursements, deductions, and remittances paid and due, and checks. Records charges, overpayments, refunds, and so forth into record book. Prepares vouchers, invoices, and assists with preparation of periodic reports. Performs simple reconciliation of bank accounts. May assist in collecting/compiling data for inclusion in budget requests, financial statements, and other reports. Gives routine information in person and over the telephone.

*\*NOTE: The 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.*

KNOWLEDGE AND ABILITIES: Knowledge of office methods, practices, and equipment and of performing routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of a mathematical nature. Knowledge of basic arithmetic functions. Ability to understand, remember, and carry out oral and written directions. Ability to perform routine/repetitive tasks, compare numerical/verbal data, and select appropriate information for forms. Ability to add, subtract, multiply, divide, and find averages/percentages. Ability to apply arithmetic principles and to correct computational errors. Ability to acquire an understanding of numerical record keeping and data gathering and other clerical procedures used in a specific establishment. Ability to perform work requiring constant/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.

**Preference to City of Burlington residents. All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer. If you need reasonable accommodations to apply due to disability please call 386-0200, ext. 133.**

For a copy of the complete NJ Civil Service Commission job specification please go to <https://info.csc.state.nj.us/jobspec/00001.htm> Year 2019 salary range \$34,155.00 to \$52,841.00. Interested applicants should complete an application by 5:00 PM, September 20, 2019 to: Ken MacMillan, CFO, Director of Finance; City of Burlington, 525 High Street, Burlington, NJ 08016. Equal Opportunity Employer.

# Application for Employment

Please Print

City of Burlington  
525 High Street  
Burlington, NJ 08016

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Applicant ID # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State ZIP Code

Telephone # (\_\_\_\_) \_\_\_\_\_ Cellular/Other # (\_\_\_\_) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Referral Source (How did you hear about us?) \_\_\_\_\_

If you are under 18 and it is required, can you furnish a work permit? .....  Yes  No

If **no**, please explain: \_\_\_\_\_

Have you ever been employed here before? If **yes**, give dates and positions: \_\_\_\_\_  Yes  No

Is this application a request for reemployment following an extended military leave of absence from this company? .....  Yes  No

If **yes**, additional information may be requested.

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work \_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range?.....\$ \_\_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes  No  Need more information about the job's "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: \_\_\_\_\_ State \_\_\_\_\_

## Employment History

Starting with your most recent employer, provide the following information. **\*Prior Salary No Longer Required.**

Employer _____ (Telephone # _____)	Dates employed: _____ to _____ Month / Year to Month / Year
Street address _____ City _____ State _____	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities: _____	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: _____

Employer _____ (Telephone # _____)	Dates employed: _____ to _____ Month / Year to Month / Year
Street address _____ City _____ State _____	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities: _____	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: _____

Employer _____ (Telephone # _____)	Dates employed: _____ to _____ Month / Year to Month / Year
Street address _____ City _____ State _____	Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Starting job title/final job title _____	Commission/Bonus/Other Compensation \$ _____
Immediate supervisor and title (for most recent position held) _____	Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per _____
Why did you leave? _____	Commission/Bonus/Other Compensation \$ _____
Summarize the type of work performed and job responsibilities: _____	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: _____

## Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

**Computer Skills** (Check appropriate boxes. Include software titles and years of experience.)

Word Processing \_\_\_\_\_ Years: \_\_\_\_\_     E-mail \_\_\_\_\_ Years: \_\_\_\_\_  
 Spreadsheet \_\_\_\_\_ Years: \_\_\_\_\_     Internet \_\_\_\_\_ Years: \_\_\_\_\_  
 Presentation \_\_\_\_\_ Years: \_\_\_\_\_     Other \_\_\_\_\_ Years: \_\_\_\_\_

## Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

## References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			( )		
			( )		
			( )		

## Social Security Number

SS# \_\_\_\_\_ We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

**\*\*\*NOTICE\*\*\* To Applicants: Screening tests for illegal drug use may be required before hiring and during your employment here.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



