

Please Post

November 1, 2022

NOTICE OF VACANCY

TITLE: **SENIOR ACCOUNT CLERK**

JOB STATUS: Full Time - 40 Hours/Week

DEPARTMENT/DIVISION: Department of Health and Human Services

STARTING SALARY: \$36,728

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

Under direction, performs a variety of responsible and difficult 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 and/or takes the lead over other employees in the maintenance of accounting records; does other related duties as required.

MINIMUM REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in the preparation, maintenance, and/or review and verification of financial records.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.