

NOTICE OF JOB VACANCY

DEPARTMENT: FINANCE

TITLE OF POSITION: Account Clerk

DESCRIPTION OF POSITION: Examines Purchase Orders to verify completeness, totals are accurate and supporting documents are included; On a weekly basis processes over \$3 million worth of accounts payable vouchers to issue approximately 250 vendor checks; 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; and completes other related duties as required.

EXPERIENCE/EDUCATION: High School Diploma or GED. Bachelor's Degree from an accredited college/university in Accounting, Finance or similar preferred but not required.

SALARY RANGE: \$57,500 - \$82,500

ISSUE DATE: 10/02/2023 **CLOSING DATE:** 11/15/2023

AUTHORIZED SIGNATURE: 

PRINT NAME: Dr. Bibi Taylor, Director, Dept. of Finance

INTERESTED APPLICANTS MAY CONTACT:

Priscilla McGhee
pmcghee@ucnj.org

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EQUAL OPPORTUNITY EMPLOYER**