

ACCOUNTING & MUNICIPAL PERMITS CLERK

GENERAL DEFINITION

This is full performance general accounting and office position that includes financial work, permit processing, as well as customer service responsibility. Duties involve processing and balancing daily receipts, permit administrative duties and related office support functions.

Work is supervised by and administrative and technical superior. Assignments are stable in nature and are carried out in accordance with established office precedents, practices and procedures.

SUPERVISION RECEIVED

Work is supervised by an administrative and technical superior.

SUPERVISION EXERCISED

No direct supervision exercised.

KEY JOB RESPONSIBILITIES (Illustrative Only)

First line greeter for the Borough. Handle walk in traffic and assist with phone duties.

Responsible for a range of Front Desk financial work, including but not limited to:

- entering cash receipts into system and balancing cash drawer daily. Maintaining detailed backup for receipts. Accepting documents and payments for electric, trash, ticket sales, and various recreational programs.
- entering electric deposits.
- preparing cash deposits and depositing checks daily through remote capture.
- booking internet sales into accounting software (myRec) and maintaining records.
- creating and maintaining daily interface spreadsheets for bank reconciliations
- filing accounts payable invoices
- tracking monthly recycling volumes, summarizing annually for DEP 904 Performance Grant reporting

Permit and Application Processing responsibilities include, but are not limited to:

- Receiving permits and applications at the Front Desk and checking for completeness
- Creating permit application records in NexLevel
- preparing permits to send to third party inspection agency.
- preparing approved permits for issuance including checking permit fee calculation for accuracy.
- telephoning residents and contractors to inform them their permit has been approved for pick-up and the permit fee that is due. Ensuring permits are picked up and paid for in a timely manner.
- Maintaining electronic (NexLevel) permit files and physical property files through the whole process.

Other Front Desk Administrative work includes, but is not limited to:

- processing property deeds
- maintaining trash bag inventory, rolling bags as needed and preparing bag orders for Public Works to deliver to local stores.
- maintaining New Resident Welcome Packets
- processing outgoing mail and maintaining postage meter.
- maintaining Key Log and park reservation records.
- tracking pool memberships for annual audit.
- operating standard office equipment.
- assisting other staff as required.
- performs related work as required or assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of fiscal clerical principles and practices.

Knowledge of modern office practices and equipment.

Skill in performing detailed work with numerical data and in making arithmetic calculations rapidly and accurately.

Skill in operating various keyboards at an acceptable rate of speed.

Ability to maintain fiscal records and to prepare related information and reports.

Some knowledge of computer software installation and modifications.

Ability to understand and follow oral and written instructions.

Ability to communicate well orally and in writing.

Ability to physically and mentally perform all essential job functions.

Ability to establish and maintain effective working relations with associates, vendors, employees and the general public.

PHYSICAL REQUIREMENTS

Ability to sit for up to 4-8 hours per work day.

Ability to use both the right and left hand for repetitive actions including typing and writing.

Ability to lift up to 20 pounds.

JOB LOCATION (Places where work is performed)

Borough Hall Building and areas inside and outside the Borough.

EQUIPMENT (Examples of machines, devices, tools, etc. used in job performance)

Borough or personal vehicle, computer, two-way radio, cellular phone, adding machine, bar code scanner, cash drawer, standard office equipment.

EDUCATION AND EXPERIENCE

Education equivalent to completion of twelfth grade.

One year of clerical experience involving keyboard skills.

One year of experience maintaining fiscal records.

Or any equivalent combination of acceptable education and experience.

LICENSE

None.

Approved: _____ Date: _____