



CITY OF PERTH AMBOY

Job Posting

TITLE: Account Clerk

SALARY: \$41,118 minimum / Full-Time

DEPARTMENT: Business Administration

DATE POSTED: July 28, 2021

DEADLINE: August 11, 2021

The City of Perth Amboy is looking for an individual to fill a full-time position of Account Clerk within the Business Administration office.

Job Description: Under direction, performs varied, complex clerical work involving the processing of business administration documents in a variety of functions. Handle customer service inquiries in the office. Duties will include processing and maintenance of invoices, maintaining updated financial records, preparing reports and reconciling invoices as needed. Ensure that all required vendor documents are uploaded to the vendor file and obtains current documents when needed.

Requirements: Knowledge of general office procedures. Ability to perform arithmetic computations. Proficiency in Microsoft Office applications. Excellent organizational skills and attention to detail. Effective written and verbal communication skills to interact with various levels of management, vendors and employees. Excellent interpersonal skills with the ability to manage sensitive and confidential situations.

Additional considerations will be given for any of the following: Knowledge of Edmunds Financial System; prior Accounts Payable experience; fluency in Spanish.

This position is open to all residents of the City of Perth Amboy who meet the eligibility requirements.

Please submit a cover letter and resume to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861 or fax to (732) 826-1160 by **August 11th, 2021**.

POSTED AT: ALL DEPARTMENTS
Equal Employment Opportunity Employer