



JUNIOR FINANCE CLERK

Job Grade: O-1

RESPONSIBILITIES

Duties include performing various assignments in the Finance Division including maintenance of accurate billing records of an assigned customer base, assistance with purchasing functions and conducting other administrative tasks. Assignments require utilizing a variety of software applications within the Finance Division of the Authority. This is an entry level position with successive opportunities for promotion.

ESSENTIAL FUNCTIONS

- Render services for the purposes of providing a safe and reliable water supply for the public to the Authority customers.
- Operate vehicles requiring a NJ Basic driver's license.
- Communicate with customers for billing and other business related inquiries.
- Apply organizational skills as it applies to record retention, filing, and other related administrative tasks.
- Setup new, and modify, existing customer accounts.
- Independently identify and problem-solve billing anomalies, service related issues and various other customer related issues.
- Handle a high volume of transactions while maintaining accuracy and integrity of the data for an assigned group of customers.
- Issue customer notifications, including hanging of door tag notifications on customer properties.
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.
- Process receipts and invoices for payment.
- Generate purchase orders from requisitions.

- Issues purchase orders to suppliers and confirm delivery date, quantity ordered and charges are correct.
- Maintain procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories.
- Functions of this position include: Work assignments in the outdoor ambient atmosphere. Scheduled, on an as needed basis, 24/7 standby duties with an approximate 45 minute response time. Scheduled work assignments and non-scheduled emergency call-outs, on non-standard work days and/or work hours, including nights, weekends and holidays.
- Recordkeeping and reporting.
- Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AUTHORITY

This position reports directly to the Supervisor of Finance, or assigned alternate. This position requires interaction with the general public, Authority vendors and local, State and Federal public agency representatives

REPORTING

This position will be assigned to work at the Authority's Headquarters located at 19 Saddle Road, Cedar Knolls, NJ 07927 and at any other assigned areas for Authority business. The position will be required to attend professional development training or other courses located in New Jersey or surrounding areas.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the successful applicant must successfully complete an illegal substance test, security background check and the functional capacity exam (FCE) based on the attached job specific Functional Capacity Requirements (FCR).

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.

EDUCATION

1. US accredited high school diploma or equivalent. Higher level degree or certification preferred in an approved field of study such as that obtained in the US military, or college

Associate or Bachelor level degrees in business administration, finance, accounting or an approved related field.

SKILLS

1. Ability to read, write and understand English so that involved and complicated instructions and technical texts can be read and understood.
2. Ability to understand, remember and carry out oral and written directions; to learn quickly from oral and written explanations and from demonstrations; to deal knowledgeably and courteously with co-workers, customers and the general public.
3. Ability to work harmoniously with co-workers, supervisors, managers, and the public.
4. Approximately one (1) to three (3) years of experience in customer service, billing and/or purchasing or related fields.
5. Basic knowledge of Microsoft Office, including Windows, Word and Excel. *Must obtain certification in Microsoft Office Essentials (Word and Excel) within 12 months of the date of hire.*
6. Computer skill with demonstrated abilities to manipulate data across various software platforms utilized in the Authority's billing process.
7. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.
8. Maintain up-to-date skill sets to remain current with best available technologies.

Attachment: Functional Capacity Requirements (04/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS

| | | | | | |
|------------------|---|---------------------|---|-------------------------------|-------------------------|
| TITLE: | IT Manager IT Infrastructure Assistant Supervisor Junior Finance Clerk Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality/Regulatory Specialist | PREPARED BY: | C. Mercado | DATE PREPARED/REVISED: | 04/26/17 |
| DIVISION: | General Office | DEPARTMENT: | Administration Customer Svc. Finance Engineering Operations | APPROVED BY: | K. Crawford, C. Mercado |

| JOB-RELATED PHYSICAL ACTIVITIES | DETAILS | RARELY (up to 5 mins of total work time) | SELDOM (6-29 minutes daily) | OCCASIONALLY (30 minutes to 2 1/2 hours per day) | FREQUENTLY (2 1/2 to 5 1/4 hours per day) | CONTINUOUSLY (5 1/4 hours or more per day) | Weight Amounts, if applicable | Notes |
|--|---|---|--|---|--|---|--------------------------------------|--------------|
| Balance | To maintain body equilibrium on narrow or inclined surfaces. | ✓ | | | | | | |
| Bending | Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting. | | | ✓ | | | | |
| Carrying | To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another. | | | ✓ | | | ≤ 15 lbs | |
| Climbing | Ascending or descending ladders, stairs, scaffolding, ramps, using feet and legs and/or hands and arms. | | | ✓ | | | | |
| Crawling | Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent. | | | | | | | |
| Crouching | Bending downward and forward by bending the legs and spine | | ✓ | | | | | |
| Driving | The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>) | | | | ✓ automatic | | | |
| Fingering | Picking, pinching, typing or otherwise working, primarily with fingers, rather than the whole hand or arm as in handling. | | | | ✓ | | | |
| Grasping | To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm. | | ✓ | | | | | |
| Kneeling | Maintaining the body in an erect posture while resting body weight on one or both knees. | | ✓ | | | | | |
| Lifting | Raising objects from a lower to a higher position or moving objects from position to position. | | ✓ | | | | ≤ 15 lbs | |
| Pulling | Exertion of force to draw an object towards oneself in a particular direction or position. | | ✓ | | | | ≤ 15 lbs | |
| Pushing | Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another | | ✓ | | | | ≤ 15 lbs | |
| Reaching | Extending the hands and arms in any direction | | ✓ | | | | | |

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|---------------------------------|--|---|--------------------------------|---|--|---|-------------------------------|-------|
| Reaching Above Shoulder | To extend either arm to reach from shoulder level to overhead. | | ✓ | | | | | |
| Repetitive Motions | Substantial movements (motions) of the wrists, hands, and/or fingers. | | | | ✓ | | | |
| Sitting | Resting of the body weight in a seated position while engaging in a single activity | | | | ✓ | | | |
| Squatting | Maintaining the body in an erect position with full flexion of the knees | | ✓ | | | | | |
| Standing | Maintaining the entire body in an erect posture without change in location | | | ✓ | | | | |
| Stooping | Flexion of the upper body forward at the waist with partial flexion of the knee. | | ✓ | | | | | |
| Trunk Twisting | Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing | | | ✓ | | | | |
| Walking | Moving the entire body from one location to another using a heel to toe gait. | | | ✓ | | | | |