



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.
- 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.
- Recordkeeping and reporting.
- Operate vehicles requiring a NJ Basic driver's license.
- 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.
- 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.

2. Obtain Microsoft Office Specialist (MOS) Certifications, or approved alternate, where three (3) sequential attempts to obtain the certifications will be provided where additional attempts will require written approval of the Executive Director:
 - a. MOS Excel certification within six (6) months of the date of hire.
 - b. MOS Outlook certification within 12 months of the date of hire.
 - c. MOS Access certification within 18 months of the date of hire.
 - d. MOS Power Point certification within 24 months of the date of hire.

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.
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.			✓				