

Job Opening

Full Time Secretary

Job Code 07086

The Borough of Milltown is currently seeking applicants for the position of Full Time Secretary (Civil Service Job Code 07086) in the Finance & Administration Department. The Borough is seeking applications from qualified candidates to assist the CFO/Administration with accounts receivables, payables, payroll and other work including, but not limited to, preparation of bills lists, data entry, filing and preparation of daily bank deposits. Administrative assistance in creation of standard operating procedure manuals and other related tasks. Candidate should be detailed oriented and as well as able to understand accounting concepts and procedures. Excellent computer, verbal and written communication skills as well as the ability to organize and manage multiple tasks required. Knowledge of Edmunds is preferred and Microsoft Office Suite skills are necessary to perform duties.

The Borough is a Civil Service Municipality. Full Job description can be obtained through the Municipal Clerk's Office. The Borough of Milltown is an Equal Opportunity Employer.

Interested candidates should submit Milltown Employment Application, Resume, and References to the Borough Clerk, Mimi Marlor at clerk@milltownboro.com or 39 Washington Ave. Milltown, NJ 08850

WS posted 12/21/2021
BJ - posted 12/21/2021

**Full Time Secretary
FINANCE/ADMINISTRATION
Job Code 07086**

Under direction performs a variety of 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; maintain escrow accounts, assist with payroll and human resource; and any other administrative duties assigned.

EXAMPLES OF WORK:

Examines and verifies that entries, postings, and totals are accurate and supporting documents are included.

Performs varied clerical tasks involved in keeping accounts of a simple, routine, and repetitive nature.

Posts entries in cash books, journals, ledgers, and/or other records.

Prepares records of cash receipts and disbursements.

Makes extensions and calculates percentages and discounts.

Calculates deductions to be made from the pay of individuals.

Keeps a continuous record of the amount, kind, and value of merchandise, material, equipment, and stock on hand.

Checks and compares for completeness various types of documents such as vouchers, payrolls, requisitions, invoices, bills, and receipts.

Examines vouchers to ensure that they have the necessary approvals and that data is arithmetically correct.

Reviews financial data to ensure correct account and appropriation are cited.

Reviews expense account for funding or budgetary limitations and refers discrepancies to higher level staff.

Posts accounting information to data transaction forms to reflect correct accounting category or code and utilization of funds in accord with specific guidelines.

Posts noncomplex disbursements, deductions, and remittances paid and due, and checks.

Records charges, overpayments, refunds, and so forth into record book.

Prepares vouchers, invoices, and assists with preparation of periodic reports.

Performs simple reconciliation of bank accounts.

Refers errors and irregularities to superiors.

Gives routine information in person and over the telephone.

Maintains standardized double entry bookkeeping records involving making entries in journals and posting to ledgers and other records which entail only a few variations in the transactions recorded, clearly established guidelines exist for the actions required, and limited problems in identifying the proper account classification or in balancing and reconciling accounts.

Assist in the compilation and preparation of other payroll data such as pension, insurance, bond purchases, and credit union payments.

Assist in coordinating and processing applications or enrollment in pension system, health benefits program, dental insurance and drug prescription plan, and so forth.

Assist in reviewing and approving payroll deductions.

Assist in recording and processing all payments made to various health plans.

Interprets policies and government regulations in connection with payroll procedures.

Assist in preparation of government reports.

Checks preparation of annual tax withholding statements for accuracy.

Analyzes payrolls for accuracy before extensions are made.

Assist in organizing assigned supervisory payroll preparation work methods.

Checks and certifies payroll information for completeness and accuracy.

Assist in the changes on individual pay resulting from overtime, absence, leave of absence, union dues, tax changes, social security and pension deductions, hospitalization and group life insurance deductions, and garnishees and attachments to ensure proper notations.

Assist in balancing total payrolls for all departments with accounts payable for posting to the general ledger.

Assist in maintenance of a payroll account system.

Assist in preparing payroll schedule for distribution of pay checks.

Assist in coordinating all payroll activities with other organizational units and with the payroll computer center or facility.

Performs routine personnel work of the assigned unit and resolves problems requiring routine review and analysis.

Assists in reviewing and processing personnel forms to determine their completeness, accuracy, and compliance with Civil Service Commission rules, regulations, policies, and procedures.

Researches and assembles information for a variety of human resource customer service problem situations.

Provides technical assistance to operating agencies on routine matters pertaining to public personnel administration.

Updates and maintains state/local job specifications.

Reviews, interprets, and evaluates academic credentials including transcripts and other applicant records.

Reviews and approves routine state/local personnel transactions (e.g., new hires, promotions, lateral movements, voluntary demotions, leaves of absence, etc.) entered into the Personnel Management Information System (PMIS) and County and Municipal Personnel System (CAMPS).

Performs routine salary and seniority calculations.

Assists in planning and developing training programs/courses designed to increase skills and improve performance of public employees.

Assists in conducting training programs/courses in areas of specialization.

Assists in the creation of standard operation manuals

Assists in the creation and maintenance of employee handbook

Maintains records, reports, and files.