



714 Lacey Road, Forked River, NJ 08731 Tel (609) 971-7002 Fax (609) 971-3391  
www.SoilDistrict.org

**Position Title:** PT District Clerk w/ Bookkeeping Duties  
**Reports to:** Office Manager  
**FLSA Status:** Non-Exempt

### **SUMMARY**

Under appropriate supervision, the Part Time District Clerk with Bookkeeping Duties is responsible for general receptionist and office duties along with bookkeeping duties including accounts receivable, accounts payable and payroll. The Part Time Clerk will serve as reinforcement for the District Clerk and the Office Manager. (Schedule flexible/as established and mutually agreed upon. Estimated - 25 – 30 hours /week.)

### **Essential Duties and Responsibilities**

- When Office Manager is not available, process payroll with ADP (bi-weekly) including recording keeping and recording
- Aid with Accounts Payable (A/P) and Accounts Receivable (A/R). Will serve as main contact when Office Manager is unavailable.
- Oversee grant record keeping and financial reporting in conjunction with Office Manager and corresponding staff.
- Engage in customer service including answering the telephone and handling customer walk-ins as needed.
- Review, sort, enter and distribute mail and faxes as needed.
- Prepare certifications, complete general data entry and create project files as needed for the District Clerk
- File A/P and A/R documents in appropriate vendor files
- Deposit checks via mobile deposit and QuickBooks when needed.
- Complete various clerical duties as requested per Office Manager, District Director and Assistant Director.
- Other duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).

### **Education and/or Experience:**

- High school diploma or general education degree (GED)
- Three years related experience and/or training.
- Working knowledge of QuickBooks and Microsoft Office suite including Word, Outlook, Excel.
- Experience with processing payroll and financial record-keeping.

### **Skills:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### **Certificates, Licenses, Registrations:**

- A valid New Jersey driver's license and acceptable driving record is required.

*Compensation/Hourly wage commensurate with experience*