

Please Post

January 20, 2022

NOTICE OF VACANCY

TITLE: Principal Account Clerk

JOB STATUS: Part time 25 hours/week

DEPARTMENT/DIVISION: Department of Finance and Library Services
DIVISIONS: Division of Library Services –
Main Library in Frankford

STARTING SALARY: \$19.39/hr

CLOSING DATE FOR APPLICATIONS: January 30, 2022

TENTATIVE START DATE: to be determined

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in the preparation, maintenance, and/or review and verification of financial records.

LICENSE:

Applicant will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

JOB DUTIES:

Under direction, performs a variety of clerical duties of considerable difficulty and complexity which involve computing, classifying, verifying, and recording numerical data and reconciling accounts, records, and documents to keep sets of financial records complete, and may supervise a small group of employees in the maintenance of accounting records; does related work as required.

RETURN COMPLETED APPLICATIONS TO:

**COUNTY OF SUSSEX
Sussex County Administrative Center
Office of Employee Services
One Spring Street
Newton, NJ 07860**

Fax: 973-579-0355

E-mail: employeeservices@sussex.nj.us

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.

