

# Please Post

March 8, 2023

## NOTICE OF VACANCY

**TITLE:** **PRINCIPAL ACCOUNT CLERK**

**JOB STATUS:** Full Time – 35 Hours/Week

**DEPARTMENT/DIVISION:** Department of Finance and Library Services  
Division of Library Services

**STARTING SALARY:** \$36,325 (CWA 8, 0009)

**CLOSING DATE:** Until Filled

**START DATE:** To Be Determined

### **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.

### **MINIMUM REQUIREMENTS:**

#### **EXPERIENCE:**

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

#### **LICENSE:**

Appointee 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.

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### ***RETURN COMPLETED APPLICATIONS AND RESUME TO:***

(Standard County Application Form is located at the following address or [www.sussex.nj.us](http://www.sussex.nj.us))

Office of Employee Services  
Sussex County Administrative Center  
One Spring Street  
Newton NJ 07860

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

Fax: 973.579.0355

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.