

**RESOLUTION 2020 – 98**

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,  
STATE OF NEW JERSEY ADOPTING JOB DESCRIPTION,**

**BE IT RESOLVED** by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Mechanic is hereby adopted and made part of the existing Barnegat Township Job Descriptions

**CERTIFICATION**

I, Michele A. Rivers, Municipal Clerk of the Township of Barnegat, County of Ocean, State of New Jersey do hereby certify that the foregoing resolution was duly adopted by the Barnegat Township Committee at their regular meeting held in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ on the 4<sup>th</sup> day of February, 2020.

\_\_\_\_\_  
Michele A. Rivers, RMC  
Municipal Clerk

## **JOB DESCRIPTION**

**TITLE:**       **MECHANIC**

**DEPARTMENT:**   **PUBLIC WORKS**

**CLASSIFICATION:**

**STATUS:**     **FULL TIME (X)     PART TIME ( )**

**UPDATED:**   **FEBRUARY 4, 2020**

---

---

### **DESCRIPTION OF DUTIES**

This position reports to the Township's Public Works Foreman and/or Supervisor

The Deputy CFO/Treasurer is a highly responsible position that requires sound judgment, professionalism, accuracy, thoroughness, and the ability to maintain confidentiality. Duties include: assisting the C.F.O. with financial transactions, maintaining accounts receivables and payables, reviewing payroll in the absence of the CFO, recording and entering data, and performing similar tasks. The position requires assisting in monthly bank reconciliations, cash reconciliation procedures, payroll processing, accounts payable and receivable. It also includes completion of special projects assigned to the deputy by the CFO, including, but not limited to answering and providing finance related OPRA requests, and assisting with the requests associated with the annual independent Township audit.

### **SKILLS, KNOWLEDGE AND ABILITIES**

- Proficient in Microsoft Excel and Word programs, and the Edmunds governmental software system, developing and maintaining Excel spreadsheets, and knowledge of both Current Fund, Trust Fund and Utility fund accounting.
- Ability to accurately perform daily reconciliation of daily work.
- Ability to receive, thoroughly review and process bills in a timely manner, and communicate and resolve any issues with vendors. Ability to set up new vendors, obtaining required documentation and proper classification, and complete year end issuance of 1099's
- Ability to receive, review and post receipts (revenues) in a timely and accurate manner.
- Knowledge of preparing and processing payroll (in the absence of the payroll coordinator)

- Excellent verbal and writing skills, ability to communicate effectively and professionally with supervisors, employees, vendors, and the public
- Ability to develop and maintain positive working relationships with the public and co-workers
- Ability to exercise initiative and good judgment, and be a contributing member toward the overall success of the department and the organization
- Ability to cope with difficult situations courteously, tactfully, and with respect
- Commitment to maintain confidentiality, act with integrity, and be a highly productive employee.

### **EDUCATION REQUIREMENTS**

- Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- At least five years' experience in governmental accounting is required, and a CMFO license is preferred.

### **SUPERVISION**

Department Head  
Township Administrator  
Township Committee

### **PHYSICAL DEMANDS**

- Ability to meet approved minimal physical and medical standards.