

JOB DESCRIPTION

TITLE: **Assistant to the CFO / Bookkeeper / Escrow**

DEPARTMENT: Finance

CLASSIFICATION:

STATUS: FULL TIME (X) PART TIME ()

UPDATED: April 7, 2026

DESCRIPTION OF DUTIES

This employee performs routine accounting duties, under supervision of the Chief Financial Officer, according to established procedures. General responsibilities include encumbrance and expenditure accounting; assists in monthly reconciliation of bank accounts; escrow billing and accounting; preparation of various monthly reports; typing of financial reports and correspondence.

RESPONSIBILITIES AND EXAMPLES OF WORK

- Review and process requisition forms.
- Ensure that department purchases are following New Jersey Local Public Contracts Law.
- Encumbrance of all purchase orders and vouchers by established procedures.
- Preparation of Township bill lists, including typing, processing, and posting of disbursements and proof of same.
- Maintain escrow accounts and escrow billing.
- Posting of escrow receipts and disbursements to computer spreadsheet programs.
- Communications with Builders pertaining to Escrow monies.
- Communications with Township Engineer pertaining Escrow monies.
- Order and maintain of Township employees' cell phone accounts.
- Mailing of payments and related information.
- Assist in gathering information for Financial Statements.
- Accurate maintenance of various ledgers including revenue receipting & posting.
- Assists in reconciliation of Township bank accounts.
- Preparation of bank deposits and other transactions at local banks.
- Performs monthly closing of records and preparation of monthly reports.
- Order supplies for Finance Office.
- Clerk typist duties and other projects as required.
- Maintenance of 1099 information and processing of 1099 forms.
- Assists Auditors during preparation of financial statement and audit.
- Other duties and projects as required.

WORK ACTIVITIES

SKILLS, KNOWLEDGE, AND ABILITIES

- Considerable knowledge of accounting principles, practices, and methods.
- Ability to accurately maintain accounting records and to prepare reports from such records.
- Ability to understand and follow oral and written instructions.
- Ability to interact in a professional and effective manner with the public and co-workers.
- Ability to operate a computer and have knowledge of basic spreadsheet and work processing programs.

Minimum Acceptable Training and Experience

- Training or experience in accounting procedures.
- Preferred 2 years' experience in Governmental Accounting & Finance office
- Knowledge of arithmetic and elementary accounting procedures.
- Accuracy in checking, posting, and counting.
- Ability to maintain effective working relationships with all employees.
- Ability to work independently on projects without day-to-day supervision.
- Ability to prepare concise and accurate reports.
- Ability to operate a computer and have knowledge of spreadsheet and word programs.

EDUCATION REQUIREMENTS

- High School Degree or equivalent.
- Experience in bookkeeping and payroll desirable.

SUPERVISION

- Township Administrator
- Chief Financial Officer
- Deputy Chief Financial Officer