

RESOLUTION 2026-148

**RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN,
STATE OF NEW JERSEY CREATING JOB DESCRIPTION,
ASSISTANT TO THE CFO / BOOKKEEPER / ESCROW COORDINATOR FOR
THE FINANCE DEPARTMENT**

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 Assistant to the CFO / Bookkeeper / Escrow Coordinator is hereby adopted into the existing Barnegat Township Job Description file. This position is part of the office and duties of the Finance Department.

CERTIFICATION

I, Donna M. Manno, 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 on the 7th day of April, 2026, in the Municipal Complex, 900 W. Bay Avenue Barnegat NJ 08005

Donna M. Manno, RMC
Municipal Clerk

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