



**TOWNSHIP OF PLAINSBORO**  
**NOTICE OF VACANCY**

**DATE POSTED: September 15, 2020**

**TITLE:** Bookkeeper  
**DEPARTMENT:** Finance  
**SALARY RANGE:** \$41,062 - \$64,312  
**UNION:** CWA  
**WORK SCHEDULE:** M-F 8:30 am – 4:30 pm

**DEADLINE TO APPLY: October 16, 2020**

**DUTIES DESCRIPTION:**

The Bookkeeper works under the general direction of the Chief Financial Officer performing municipal bookkeeping, accounting and payroll functions. Work includes compiling, analyzing, and interpreting financial information as well as processing the bi-monthly bill list for Township Committee approval. This is a multi-tasking position in Accounts Payable, Accounts Receivable and Payroll.

**Essential functions include but are not limited to:**

- Compiling accounts payable items, processing disbursements and maintaining daily records.
- Entering items for bill list payment approval and responsible for check production and distribution.
- Organizing, balancing and preparing bank deposits, processing all cash transactions and reconciling monthly reports.
- Creating and tracking requisitions and purchase orders.
- Tracking, compiling and maintaining IRS 1099 processing and information.
- Providing back-up for the Payroll Coordinator as needed and providing support to CFO and/or other finance staff
- Performs other Finance Office work as required by the supervisor

**REQUIREMENTS:**

- 3-5 years experience in bookkeeping, accounting and/or payroll
- Prior government experience and Edmunds and/or ADP experience a plus
- Associates Degree or equivalent
- Equivalent combination of education and experience
- Must be able to perform work accurately and make required mathematical computations
- Must be able to work professionally with other departments, employees, vendors, auditors
- Must accurately maintain accounting/financial records and prepare financial reports

Submit cover letter, resume and Township application by **October 6** to: [humanresources@plainsboronj.com](mailto:humanresources@plainsboronj.com)

Township application available to print out or apply online at:

<http://www.plainsboronj.com/500/Employment-Opportunities>

**THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER**