

Head of Accounts Receivable
Senior - Principal
\$34,000.00

Applications and resumes must be submitted to the Township of Edison HR Dept., 100 Municipal Blvd,
Edison NJ 08817 on or before November 20, 2018.

Under direction, performs varied responsible cashiering and related clerical assignments which require some application of judgment in using well established practices and procedures; operates various types of equipment such as cash registers, calculators, bookkeeping machines, terminals, and other types of office machines; assists in reviewing cashiering procedures; receives and adjusts complaints; may issue receipts, and post, bill, and/or maintain accounts; adds/subtracts totals manually does other related duties and typing as required.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Through the mail and over a counter receives payments for taxes, sewer services, licenses, fines, fees, rents and/or other services.

Examines, corrects, or balances listings of cash receipts.

Balances cash register against a predetermined total, such as a list of deposits, and locates and corrects errors.

Examines cash and cash processing documents for validity, negotiability, and completeness. Totals and balances tax receipts and documents by various types of return and tax class.

Compares remittances to billing documents to determine appropriate payment categories and to prepare input forms.

Passes instructions received from the supervisor on to the other cashiers. Demonstrates proper work methods.

Answers questions of customers resolving complaints and inquiries that require searching of records or knowledge of regulations and policies.

Follows up on delinquent accounts by providing, as needed, list of late accounts, number of months delinquent, and so forth, to provide information when requested.

May operate one or more office machines in maintaining accounts and in billing and posting items such as bookkeeping machine, terminal, cash register, and so forth, to complete assigned tasks.

Maintains, classifies, indexes, and cross references records and files.

May prepare simple financial statements by adding/subtracting totals to provide specific information needed.

Totals cash/checks/money orders received and verifies amount with either register tape, receipts, terminal, and so forth to ensure correct amount received.

Totals cash/checks/money orders for bank deposit.

Follows established guidelines and computes interest of bills which are delinquent. Posts items to accounts manually or uses bookkeeping machine, terminal, and so forth. Compiles financial data on funds received and/or disbursed for periodic reports. Collects data from financial records, recorded tapes, and so forth.

Extracts pertinent information, performs necessary compilations, and completes standard forms entering appropriate information and tabulations to provide data for financial reports.

Decides official action and/or authorization in dealing with standardized situation. Discusses problems with disgruntled or unruly customers, tries to rectify problem, verifies records, checks information, and explains regulations and policy to satisfy customer requests.

Types documents from varied forms of copy.

Utilizes various types of electronic and/or manual recording and information systems used by the office or related units.

Requirements:

For Head of Accounts Receivable: one (1) year as Principal Accounts Receivable Specialist

For Senior Head of Accounts Receivable: 1 year as a Head of Accounts Receivable. Upon verification of requirements, promotion will take effect the following July 1.

For Principal Head of Accounts Receivable: 1 year as a Senior Head of Accounts Receivable. Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Knowledge of modern office methods, practices, and equipment used for cash processing.

Knowledge of the methods in the receiving and disbursing of money.

Knowledge of balancing daily or periodic listings, cash register tapes, computer print outs, cash ledger, and so forth.

Knowledge of arithmetic computation such as discount and interest, and adding, subtracting, multiplying, and dividing all units of measure.

Ability to comprehend established office routines, rules, and regulations. Ability to organize assigned work and develop effective work methods.

Ability to perform arithmetic computations such as addition, subtraction, multiplication, division, compute interest, percentage, and so forth.

Ability to orally express oneself clearly and concisely imparting information, answering questions, explaining tasks, and/or directives in a manner appropriate for listeners.

Ability to deal courteously with the general public, as well as disgruntled or annoyed customers. Ability to maintain essential records and files.

Ability to count and record numerical data.

Ability to establish and maintain good working relationships with coworkers. Ability to work independently without immediate supervision.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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