



## **Borough of North Caldwell – Employment Opportunity**

<b>Position Title:</b> Utility Finance Clerk/Office Assistant	<b>Department:</b> Finance
<b>Reports To:</b> Chief Financial Officer	<b>Status:</b> Full-time, Year-round

### **General Summary:**

The Borough of North Caldwell seeks to hire a motivated and detail-oriented individual to work under the administrative direction of the Chief Financial Officer. The Utility Finance Clerk/Office Assistant performs a variety of responsibilities to support the Borough's utility billing and ensures the efficient operation of various administrative office functions.

### **Qualifications:**

- Minimum high school education. College degree preferred.
- Proficiency in Microsoft Office Suite, Google, and Edmunds GovTech software.
- Related work experience.

### **Essential Job Functions:**

- Responsible for the billing, processing, and maintenance of all water and sewer utility accounts.
- Collect water utility payments (cash, check, online) and post to resident accounts, identify past due payments and charge penalties/fines, post and verify daily deposits to water utility account.
- Coordinate scheduling between residents and Water Department personnel for water service appointments.
- Collect and post annual sewer payments, identify past due accounts and charge penalties/fines.
- Update and maintain ownership records for water and sewer accounts.
- Answer phone and direct calls to appropriate departments.
- Greet and assist residents with various inquiries.
- Facilitate customer service requests including but not limited to garage sales, library reimbursements and bulk metal collections.
- Responsible for maintaining inventory of office supplies and for ordering replenishment.
- Coordinate service of office machinery as needed.
- Sort and distribute mail and packages to appropriate recipients.
- Issue notices property maintenance violation notices.
- Provide property search information to third party agencies for water, sewer and taxes.
- Perform additional duties as needed.

### **Skills and Abilities:**

- Excellent organizational and customer service skills.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain positive working relationships with others.

### **Compensation:**

Salary is commensurate with experience and qualifications. This is a full time, year-round position that includes the Borough of North Caldwell benefit package. To apply, please email cover letter, resume and three (3) references to Glenn Domenick, Borough Administrator at [gdomenick@northcaldwell.org](mailto:gdomenick@northcaldwell.org). The Borough of North Caldwell is an Equal Opportunity Employer.