



JOB POSTING

Accounting Clerk

Full-time hourly position | 7.5 work hours per day

Schedule: Monday – Friday, 8:00 a.m. – 4:30 p.m.

This position is responsible for daily deposit and recording of checks and credit card payments, preparation of weekly reports, accounts receivable activities, and counting, reconciling, and preparing deposits of cash.

Key responsibilities for this position include but are not limited to:

- Audit collections and deposits according to daily audit procedures.
- Maintain daily cash log.
- Prepare weekly reports.
- Count, reconcile, and prepare cash deposits.
- Maintain access card log and keep inventory of access cards.
- Input or upload deposits in accounts receivable system and print reports for review.
- Post reviewed deposits.
- Process online, in-house, auto pay credit card payments.
- Prepare aged receivable report each week.
- Perform daily collection schedule.
- Collection calls and mailing of invoices.
- Accurately informing Operations of access cards to be deactivated or activated.
- Update all account information.
- Process refunds.
- Create monthly shut-off list.
- Maintain meter collection and banking log.



Required Knowledge, Skills, and Abilities

1. Strong knowledge of Microsoft Office.
2. Proficient in Microsoft Excel.
3. Mathematical skills.
4. Organizational skills.
5. Ability to multitask, prioritize, and work efficiently.
6. Ability to demonstrate good common sense and sound judgment.
7. Ability to log information and make mathematical computations quickly and accurately.
8. Ability to work in a no-smoking, no-vaping environment.

Experience

- Clerical experience preferred.
- Experience as a cashier a plus.

The New Brunswick Parking Authority provides all full-time employees with a comprehensive benefits package, including paid vacation, personal, and sick time off, paid holidays, paid birthday off work, health benefits, dental benefits, vision benefits, life insurance, FSAs, enrollment in PERS (Public Employee Retirement System), credit union membership eligibility, and more.

Starting pay (annual equivalent): \$38,000 to \$42,000 depending on qualifications and experience.