

Part-Time Position - Accounting Department

Position Title:

Part-Time Administrative & Accounting Support

Location:

106 Somerset Street, 6th Floor
New Brunswick, NJ 08901

Compensation:

\$17–\$22 per hour

Schedule:

Approximately 20-30 hours per week
Flexible scheduling within the hours of 8:30 AM – 4:30 PM, Monday through Friday
Minimum of 3 in-office days per week required

Position Overview:

The New Brunswick Parking Authority (NBPA) is seeking a reliable, detail-oriented individual to join our Accounting Department on a part-time basis. As we continue to modernize and streamline our financial and administrative operations, this role will provide essential support in a range of accounting and customer service tasks.

This opportunity is ideal for a college student, recent graduate, or local professional with strong communication skills, a good grasp of technology, and an interest in public service, urban development, or mobility industries.

Key Responsibilities:

- Enter data into financial and customer systems
- Remotely deposit checks
- Analyze and track revenue sources
- Update and maintain customer accounts
- Post revenue entries to the general ledger
- Provide professional customer service via phone
- Write Excel macros and assist with process flow documentation

Qualifications:

- Must be responsible, organized, and able to follow direction
- Comfortable using computers and software (Excel proficiency a plus)
- Strong communication and interpersonal skills
- Interest or background in accounting, customer service, or operations
- Ability to maintain confidentiality and accuracy in handling financial information