



TOWNSHIP OF BLOOMFIELD

New Jersey

1 Municipal Plaza • Bloomfield, New Jersey 07003

www.bloomfieldwpnj.com

POSITION: Senior Clerk- Accounts Payable F/T

Department: Finance Office

Brief Description:

Applicant should have experience in the Edmunds system and basic understanding of the Requisition/Purchase Order process. Receives, screens and reviews all Requisitions for accuracy, converts Requisitions to PO's, prints and mails purchase orders, sets up new vendors, and produces vendor checks. Works with all Township departments, as well as vendors, regarding any questions on purchase orders, check payments, etc. Responsible for preparing and generating a Bill List report for each council meeting (approximately two per month). Responsible for filing and maintaining organized system of documents such as PO's/vendor payments. Also responsible for end of year 1099 reporting, as well as ad hoc projects such as OPRA requests, pulling miscellaneous documents, etc. Person must be organized, able to work independently, and pays attention to detail.

Qualifications:

Must have (1) year of experience in clerical work, knowledge of Edmunds, Excel and Microsoft Office. Bachelor's degree preferred. Bilingual is a plus.

Salary: \$42,654 - \$61,662; Salary is commensurate with experience.

How to Apply:

Please send cover letter, resume and references to employment@bloomfieldwpnj.com.

Closing Date: Until position is filled.

Bloomfield Township is an Equal Opportunity Employer
