

Mullica Township Employment Opportunity

Township of Mullica – Atlantic County, NJ Finance Assistant (Part-Time)

Hours: 28 per week

Status: Confidential, Non-Union

Supervisor: Director of Revenue and Finance

Salary Range: commensurate with qualifications and experience

Overview:

The Township of Mullica is seeking a part-time **Finance Assistant** to perform a variety of routine and complex clerical, accounting and administrative work in accounts payable, purchasing, payroll and general administration as a confidential employee.

Job duties include, but are not limited to:

- Review requisitions; confer with vendors to obtain product and service information such as price, availability and delivery schedule. Determines method of procurement such as direct purchase or bid.
- Prepare and process purchase orders and maintain master vendor list.
- Maintain accounts payable and encumbrance system for public works contracts.
- Process claims and vouchers for payment; match invoice with purchase order; check all claims for accuracy; verify account codes for proper assignment of budget expenditures; send claim vouchers to department directors for approval; resolve disputes within area of authority and responsibility.
- Prepare claims for governing body approval.
- Prepare computerized, manual and electronic payments; disburse Township funds upon approval of vouchers.
- Enter expenditure data on vouchers, warrants and other accounting records; enter accounts payable expenditures into financial systems.
- Input budgetary data into financial accounting system.
- Prepare periodic financial, statistical or operational reports.
- Assist in maintaining a daily cash balance and balancing cash on hand against receipts, assist in preparing and balancing deposits.
- Assist in payroll processing as necessary.
- Compose, type and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Requirements/Qualifications:

Education Required:

Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting and data processing.

Experience Required:

Two (2) years of increasingly responsible related experience, or an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Working knowledge of modern governmental accounting theory, principles and practices, modern office practices and procedures, computers, computerized financial applications and data processing. Ability to perform arithmetic computations accurately and quickly. Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to

perform the duties of the position. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, vendors and the public. Ability to work under pressure and/or with frequent interruptions. and the public. Ability to work under pressure and/or with frequent interruptions.

Mail resume and letter of interest to mnewton@mullicatownship.org. **Deadline for submission is March 4, 2026.**
Defined Contribution Retirement Plan, no health benefits. The Township of Mullica is an Equal Opportunity Employer.

Monica Newton,
Acting Municipal Clerk
Mullica Township