

**MIDDLESEX WATER COMPANY**  
**- JOB OPENING –**

**ISELIN, NJ**

**Job Title:** Accounting Clerk (Part Time)

**Department:** Accounting

**Job Summary:**

Provide general accounting and clerical support to the Accounting and Accounts Payable functions.

**Work Performed:**

- **Accounts Payable**
  - Verify 3 way match of invoice, receiving document and Purchase Order.
  - Review account classification, prepare batches and enter invoices into automated accounts payable system.
  - Issue and review checks for payment.
  - File paid invoices.
  - Run job-related computer reports to verify input.
  - Issue and review checks for payment.
  - Assist Accounts Payable Supervisor in all facets of their job.
  - Respond to internal and external Accounts Payable inquiries.
- **General Accounting:**
  - Enter journal entries in the accounting system using system generated reports to validate accuracy.
  - Review prepaid accounts for accuracy and prepare coordinating recurring journal entry.
  - Provide support to the department in preparing account/financial analyses as required, including Contract Sales CCB/EBS Reconciliation.
  - Analyze invoices for accrual and provide to accountants as necessary.
  - Assist as needed on requests from external auditors related to quarterly reviews, annual audit and Sarbanes Oxley compliance.
- **Clerical Support**
  - Maintain supporting documentation for the Accounting Department including Journal Entry binders and periodic reporting.
  - Order for Purchase Print on-line for department.
  - Manage document archiving process.
- **Other**
  - Assist on all ERP related implementations/updates, including testing.
  - Assist on data requests for rate cases as needed.
  - Assist Accounting Manager and Controller on ad hoc requests as required.

**Qualifications:**

- High school diploma or equivalent, required.
- One year related experience
- Accurate and efficient data entry skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook).
- Must be able to work Monday- Friday.

**Physical Requirements:**

- Use of computer and calculator keyboard.
- Retrieve and file documents.
- Light lifting.
- Ability to sit for extended periods of time.

**You can submit your resume by: e-mail to [HRG@middlesexwater.com](mailto:HRG@middlesexwater.com) by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.**

**Candidates must possess authorization to work in the United States.**

**Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.**

**Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.**

**No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position, or are currently employed by Middlesex Water Company will be contacted.**