

CITY OF HACKENSACK

JOB OPENING ANNOUNCEMENT

Title: Keyboarding Clerk 1

Department:	Finance	Salary Range:	\$40,000-\$45,000
Date Posted:	08/20/2025	Position:	Full-Time, Contractual
Post Expires:	Until filled	Shift:	Monday-Friday 8:30am-4:30pm

Application Process:

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at apply@hackensack.org

Job Description

ROLES AND RESPONSIBILITIES

Under supervision, performs moderately complex and non-routine financial clerical work requiring skills such as formatting, reproducing, and correcting reports and charts. Receives invoices, purchase orders and/or payment vouchers; screens, sorts and assembles this information for further processing.

- Provides assistance and guidance to staff when appropriate.
- Refers payment status queries to applicable staff.
- Updates materials and maintains records and files.
- Manages purchase orders within the Edmunds program.
- May assist with training employees in the operation of software.
- Working knowledge of Edmunds preferred.
- May perform other similar duties as needed.

EXPERIENCE AND EDUCATION REQUIREMENTS

Applicant must possess (1) year of clerical experience in a finance or accounts receivable/accounts payable field.

LICENSE AND CERTIFICATIONS:

Not required for this position.

REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)

- Knowledge of Microsoft Office Suite, specifically Excel.
- Knowledge of office routines, equipment, and practices after a period of training.
- Ability to organize assigned clerical work and develop effective work methods, including time management and prioritization.
- Ability to work effectively with associates, superior officials, and members of the public concerned with the work of the department.
- Ability to comprehend budgetary requirements and finance department regulations.
- Ability to read, write, speak, understand, and communicate English sufficiently to perform duties.

This is a full-time, contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

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