

Borough of North Caldwell

Recreation Administrative Assistant - Part Time

The Recreation Administrative Assistant, under direction of the Recreation Director and the Borough Administrator, performs varied office tasks in support of the Recreation Department and Borough Offices. Reports to and takes direction from the Recreation Director, Recreation Program Director, and Borough Administration. This position is governed by the most current Borough of North Caldwell Personnel Policies and Procedures and is not covered by any collective bargaining unit. Attendance at Borough Council meetings is not required.

Qualifications

- Minimum of a high school degree, college degree preferred.
- Proficient in MS Office Suite (Word, Excel, Outlook). Other software may be utilized.
- Ability to multitask when dealing with the public and other departments.
- Work experience in athletics, sports or recreation a plus.
- Customer service oriented.

Description

Perform a variety of daily administrative tasks which involve computing, classifying, verifying and recording data. Provide additional support to enhance recreation programs, activities and events including the following responsibilities:

- Post disbursements, deductions, remittances paid/due; record charges, overpayments, refunds.
- Prepare purchase orders, vouchers, invoices and assists with the preparation of periodic reports.
- Assist in collecting and compiling data for inclusion in budget requests, financial statements and other reports.
- Provides recreation program information in person and over the telephone.
- Maintains records and files.
- Utilize various types of electronic and/or manual recording and computerized information systems.
- Additional duties that may be assigned as required.
- Hours: Monday through Friday, 8:30am – 1:00pm

Skills required

- Knowledge of modern office methods, practices and equipment and of performing tasks involved in the keeping of financial and/or other records of a mathematical nature.
- Ability to execute oral and written directions.
- Ability to compare numerical and verbal data and select appropriate information from recreation activity forms.
- Ability to work independently.
- Ability to provide a high level of customer service.

The Borough is committed to creating a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and disability or any other federal, state or local protected class.