

Fire District No. 3

TOWNSHIP OF HANOVER, COUNTY OF MORRIS

OCTOBER 5, 2025

JOB ANNOUNCEMENT PART-TIME ADMINISTRATIVE BOOKKEEPER (STARTING RATE OF PAY \$32.00 PER HOUR)

Hanover Township Fire District No.3 is accepting applications for the position of Part Time Administrative Bookkeeper. Appointment to this position is Part-Time with a maximum of twenty five (25) hours per week at \$32.00 per hour. Resumes along with a cover letter should be submitted to Administrator James Hark Jr, via mail to **Hanover Township Fire District No. 3, PO Box 511, Cedar Knolls, New Jersey 07927-0511**, or by electronic mail to **administration@htfd3.com**.

JOB DESCRIPTION

The Part-Time Administrative Bookkeeper supports the administrative and financial functions of the Fire District. This position performs bookkeeping duties, assists in basic administrative tasks, and ensures the maintenance of accurate financial records. The role requires attention to detail, confidentiality, and proficiency with bookkeeping and office software.

RESPONSIBILITIES

- Maintain and reconcile financial records, including journal entries, ledgers, and bank accounts
- Record and track Fire Prevention Bureau payments and other income
- Prepare monthly financial reports for the Board and Administration
- Assist in payroll processing and related documentation
- Support budget tracking and assist in compiling budgetary data
- Review invoices, vouchers, and requisitions; ensure accuracy and proper account allocation
- Maintain filing systems and digital financial records
- Assist in basic administrative tasks including correspondence and scheduling as needed
- Liaise with the Board Treasurer and other staff on financial matters
- Ensure compliance with District policies and financial procedures
- Recording and transcribing Minutes from public session of Board meetings.

- Any other duties as assigned by the Chief and/or Administrator

QUALIFICATIONS

- Minimum two - three (2-3) years of experience in bookkeeping or financial clerical work
- Working knowledge of bookkeeping principles and office procedures
- Microsoft 365 Suite Sufficient
- Experience and Knowledge of Quickbooks
- Ability to work independently, manage time effectively, and handle sensitive information
- Strong communication and organizational skills

HOURS OF WORK

- Flexible daytime hours not to exceed 25 hours per week.
- Expected to attend all board meetings as published for the year. (1st and 3rd Thursdays of the month at 7:00 PM)

Hanover Township Fire District No. 3 is an Equal Opportunity Employer. All eligible persons are encouraged to apply. Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.