

**CITY OF NORTHFIELD  
ORDINANCE NO. 5-2015**

**AN ORDINANCE AMENDING CHAPTER 43 AND CHAPTER A376 OF  
THE CODE OF THE CITY OF NORTHFIELD**

**WHEREAS**, the City of Northfield has developed Personnel Policy governing various issues in the City of Northfield; and

**WHEREAS**, the City of Northfield has also developed detailed job descriptions for various positions throughout the municipality; and

**WHEREAS**, the City of Northfield wishes to amend certain sections of the City Code with regard to the City's officers and employees and job descriptions.

**BE IT ORDAINED**, by the City Council of the City of Northfield, in the County of Atlantic and State of New Jersey as follows:

**Section I:** Chapter 43 Officers and Employees.

In addition to those officers, offices, positions and employees which are required and set forth pursuant to statute or which are set forth in any Collective Bargaining Agreement in effect within the City, both of which shall take precedence over this ordinance, the following positions and job descriptions are hereby placed in effect within the City of Northfield to be filled in the discretion of the Mayor and Council of the City of Northfield:

Article I	City Engineer - Deleted
Article II	No Change
Article III	No Change
Article IV	No Change
Article V	Assistant City Engineer - Deleted
Article VI	No Change
Article VII	No Change
Article VIII	No Change
Article IX	No Change
Article X	No Change
Article XI	No Change
Article XII	Finance Assistant
Article XIII	Finance & Facilities Supervisor
Article XIV	Payroll Specialist
Article V	Tax Clerk

**Section II:** Chapter A376-404 job descriptions. The job descriptions attached to this Ordinance as Exhibit "A" are specifically incorporated into this Ordinance

and shall be adopted pursuant to this Ordinance and shall be kept on file in the City Clerk's Office

**Section III:** The organizational chart attached as Exhibit "B" is specifically incorporated into this Ordinance and shall be adopted pursuant to this Ordinance and shall be kept on file in the City Clerk's Office. I shall be the policy of the City of Northfield that the department heads and employees of the City of Northfield shall adhere to the lines of communications for various matters as directed to the chart or charts attached hereto and made a part hereof.

**Section IV:** Repealer. All Ordinances or parts of Ordinances inconsistent herewith are hereby repealed to the extent of such inconsistencies.

**Section V:** Severability. If any Section or part of this Ordinance is deemed to be invalid or illegal in any Court of competent jurisdiction then said part is severable from the Ordinance as a whole and the remaining sections or parts of this Ordinance shall remain in full force and effect.

**Section VI:** Effective Date. This Ordinance shall take effect according to law after final passage and publication.

\_\_\_\_\_  
Mary Canesi, RMC  
Municipal Clerk

\_\_\_\_\_  
Erland Chau  
Mayor

The above Ordinance was introduced and passed on its first reading at a regular meeting of the Council of the City of Northfield, New Jersey held on February 10, 2015 and will be taken up for a second reading, public hearing and final passage at a meeting of said Council held February 25, 2015 in Council Chambers, City Hall, Northfield, New Jersey.

FIRST READING:	February 10, 2015
PUBLICATION:	February 14, 2015
SECOND READING:	February 25, 2015
PUBLICATION:	February 28, 2015

# **JOB DESCRIPTIONS**

## **EXHIBIT "A"**

Position Title: Finance Assistant  
Department: Finance  
Location: City Hall  
Union: None (confidential)  
FLSA Status: Non-exempt

**GENERAL PURPOSE:**

Performs a variety of routine and complex clerical, accounting and administrative work in accounts payable, purchasing, payroll and general administration as a confidential employee.

**SUPERVISION:**

Reports to: Chief Financial Officer, Finance and Facilities Supervisor  
Position Titles Supervised: None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reviews requisitions; confers 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.

Prepares and processes purchase orders and maintains master vendor list.

Maintains accounts payable and encumbrance system for public works contracts.

Processes claims and vouchers for payment; matches invoice with purchase order; checks all claims for accuracy; verifies account codes for proper assignment of budget expenditures; sends claim vouchers to department directors for approval; resolves disputes within area of authority and responsibility.

Prepares claims for governing body approval.

Prepares computerized, manual and electronic payments; disburses City funds upon approval of vouchers.

Enters expenditure data on vouchers, warrants and other accounting records; enters accounts payable expenditures into financial systems.

Inputs budgetary data into financial accounting system.

Prepare periodic financial, statistical or operational reports as assigned.

Assists in maintaining a daily cash balance and balancing cash on hand against receipts, assists in preparing and balancing deposits.

Assists in payroll processing as necessary.

Composes, types and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

**POSITION 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 any equivalent combination of education and experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of modern governmental accounting theory, principles and practices
- Working knowledge of modern office practices and procedures
- Working knowledge computers, computerized financial applications and data processing
- Skill in operating listed equipment.
- 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.

**EQUIPMENT USED:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Revision History:

Position Title: Finance and Facilities Supervisor  
Department: Finance  
Location: City Hall  
Union: None  
FLSA Status: Exempt

**GENERAL PURPOSE:**

Performs a variety of complex supervisory, administrative and accounting and financial functions in maintaining the fiscal records and systems of the City as a confidential employee. Manages and oversees interior maintenance and minor improvement and repairs to City properties and facilities in conjunction with the Public Works Supervisor.

**SUPERVISION:**

Reports to: Chief Financial Officer  
Position Titles Supervised: Finance Assistant, Payroll Specialist, Purchasing Agent

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assists the CFO in the fiscal accounting activities of the City.

Assists the CFO in the assembly and preparation and data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff; issues written and oral instruction to finance staff.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Provides reports and related information for decision-making purposes to department heads and elected officials.

Maintains financial records, including accounts payable, cash receipts, budget expenditures and cash receipts.

Prepares state and federal reports, including grant and sales tax reports at the direction of the CFO.

Oversees the City's payroll function.

Maintains Fixed Asset/Inventory System in compliance with all applicable laws.

Works closely with the City's auditors during auditing of City's accounts.

Performs other related work when required or assigned by the CFO.

In the absence of a Finance Assistant, assumes the duties of the position, including accounts payable, purchasing processing, claims payment and approval process, cash receipt functions, budget and vendor maintenance, and contract management.

Coordinates general maintenance and repairs and annual inspections and services.

Manages and oversees Janitorial Services.

Orders and inventories janitorial supplies.

Manages and oversees contract vendors providing maintenance and repairs service to the City.

Consults with Public Works Supervisor to determine whether maintenance and repair services will be undertaken by City employees or by contract vendors; solicits proposals and selects vendors when necessary according to the City's purchasing ordinances and regulations.

#### **POSITION QUALIFICATIONS:**

**Education Required:** High school graduate/equivalent; graduation from an accredited college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field preferred.

**Experience Required:** Five (5) years of related experience or any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

**Special Requirements:** A valid state driver's license or ability to obtain one within three months. Must be bondable.

#### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of governmental accounting theory, principles and practices
- Knowledge of computerized financial applications
- Knowledge of payroll and accounts payable functions; budgetary accounting and reporting systems
- Knowledge of purchasing methods and procedures; working knowledge of the laws and ordinances governing the purchase of goods and services.
- Ability to organize and maintain service contracts, maintenance schedules and oversee multiple projects simultaneously.
- Ability to maintain efficient and effective financial systems and procedures

- Ability to organize assigned work and develop effective work methods and effectively supervise staff
- 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

**EQUIPMENT USED:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Travel is required to locations outside of City Hall, but within City limits.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Revision History:

Position Title: Payroll Specialist  
Department: Finance  
Location: City Hall  
Union: None (confidential)  
FLSA Status: Non-exempt

**GENERAL PURPOSE:**

Performs a variety of routine and complex clerical, accounting and administrative work in the payroll function of the City.

**SUPERVISION:**

Reports to: Chief Financial Officer, Finance and Facilities Supervisor  
Position Titles Supervised: None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Compiles payroll data including hours worked, taxes, deductions, compensated absences from time sheets and other records.

Prepares and verifies bi-weekly payrolls; distributes checks.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Calculates and remits all taxes and deductions.

Maintains computerized general ledger and subsidiary payroll accounts.

Assist employees with payroll questions, benefits enrollment and mandatory and voluntary deductions.

Prepares monthly, quarter and annual payroll reports, including State pension reports.

Maintains complete and accurate employee compensation history and use of compensated absences and balances.

Prepares periodic financial, statistical or operational reports as assigned.

Provides clerical or technical support to other finance staff as required.

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment, accuracy, and completeness.

**POSITION 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 experience in work related to accounting, general office practices, data process and/or payroll functions.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of accounting theory, principles and practices, auditing theory and practices and internal control procedures
- Working knowledge of bookkeeping and accounting procedures and systems, including computer applications
- Working knowledge of payroll functions.
- Working knowledge of modern office practices and procedures
- Working knowledge of the State of New Jersey Pension regulations
- Ability to comprehend, interpret and apply terms of collective bargaining agreements, personnel policies and personal services agreements.
- Ability to organize assigned work and develop effective work methods.
- Skill in operating listed equipment.
- 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.

**EQUIPMENT USED:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Revision History:

Position Title: Tax Clerk  
Department: Tax Office  
Location: City Hall  
Union: GWU  
FLSA Status: Non-exempt

**GENERAL PURPOSE:**

Performs routine clerical and data processing work in the Tax Office; billing of taxes special assessments and sewerage, collection of payments. Assists the public with tax and other inquiries.

**SUPERVISION:**

Reports to: Municipal Tax Collector

Position Titles Supervised: Generally none. May supervise part-time or temporary staff as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Reads computer files to compile needed data.

Enters information into computer and computes amounts due.

Posts transactions to records such as worksheets, ledgers, or computer files.

Accepts payments and provides receipts.

Makes bank deposits daily or within 48 hours.

Prepares and mails tax, sewerage, and delinquent bills. Maintains current customer account files; assists in reconciling billing activity with the general ledger.

Receives telephone calls and citizen visits concerning billings or services; responds to citizen complaints.

Assists in the collection of delinquent accounts, including preparation and mailing of final payment schedules, customer follow-up account research, and preparation of liens.

Answer phone inquiries from the general public in a courteous and respectful manner.

**PERIPHERAL DUTIES:**

Serves as Registrar of Vital Statistics.

**POSITION QUALIFICATIONS:**

Education Required: High School Graduate or Equivalent with specialized course work in general office practices such as typing, accounting and data processing, and a willingness to receive instruction on laws regarding tax collection offered by the State of New Jersey.

Experience Required: Two (2) years of experience in work related to accounting, general office practices and data processing.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of bookkeeping and accounting procedures and systems, including computer applications
- Working knowledge of modern office practices and procedures
- Skill in operating listed equipment.
- 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 work under pressure and/or with frequent interruptions.

**EQUIPMENT USED:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**PHYSICAL DEMANDS:**

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Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

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The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Revision History:

**ORGANIZATIONAL CHART**  
**EXHIBIT "B"**

City of Northfield Organizational Chart

