

TAX/UTILITY ASSISTANT – (F/T) Ship Bottom Borough, Ocean County. Full-Time position available for a professional with tax and utility collection experience preferred. The candidate must be organized, attentive to details, a skilled communicator and problem solver. Must have familiarity with Edmunds tax and utility packages and Microsoft applications along with excellent verbal and written skills. Capable of maintaining records and files. Must be able to work in a fast-paced environment. Salary commensurate with experience and qualifications. Please email cover letter and resume to Kathleen Flanagan, Borough Coordinator at [kflanagan@shipbottom.org](mailto:kflanagan@shipbottom.org). Ship Bottom is an Equal Opportunity Employer