

FT ADMINISTRATION CLERK – SHIP BOTTOM BOROUGH

Borough of Ship Bottom, applications are being accepted for a Full-Time position in our tax and utility office. Successful applicants must possess a high school diploma or equivalent along with a valid New Jersey driver's license. Duties include, but are not limited to, tax and utility collection including other general office duties. 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. Ship Bottom is an Equal Opportunity Employer