

NOTICE OF VACANCY

The Township of Little Egg Harbor is seeking to fill the following position in the Tax Collectors Office.

Position Title: Account Clerk/Cashier

Position Description

Under the direction of the Tax Collector, performs a variety of responsible clerical duties which include a variety of tax-related tasks, such as sending bills and collecting tax payments. Other duties include supporting accounts receivable, accounts payable and reconciliations, acting as a cashier to verify receipts and deposits, and preparing and maintaining records among other job obligations. Providing excellent customer service and assistance with questions and concerns to public sector in accordance with Township policy and regulations. Performs other related duties as assigned.

Requirements

KNOWLEDGE: Knowledge of office methods, practices, routines, machine and equipment of the internal organization, policies, procedures and regulations of the department after a period of training; ability to comprehend established department routines and regulations and apply them to specific cases; ability to organize assigned clerical work;

OTHER:

1. Work effectively with associates and the general public with a demonstrable understanding of customer service.
2. Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodations are made to their known limitations.

Anyone interested in the above position who meets the minimum requirements pursuant to Civil Service guidelines please email the Township Administrator.