

HELP WANTED

FT PAYROLL/ACCOUNTS CLERK

MANASQUAN BOROUGH, Monmouth County: Will assist CFO with finance office operations including but not limited to all payroll functions, accounts payable, purchasing, tax, water and sewer payment postings. Experience and education in bookkeeping/accounting required. Person must possess excellent organizational and communication skills and work independently; computer literacy and proficiency in MS Office a must. Experience in municipal government accounting preferred. Knowledge of CASA payroll and Edmunds Software a plus. The Borough reserves the right to interview candidates prior to the deadline. Interested applicants should submit a resume and letter of interest including salary requirements to Borough of Manasquan, **Amy Spera, CFO, 201 East Main Street, Manasquan, NJ 08736** or by e-mail to **aspera@manasquan-nj.com** by **April 21, 2017**