

P/T FINANCE ASSISTANT – TEWKSBURY TOWNSHIP (HUNTERDON COUNTY)

Is accepting resumes for a part-time, experienced Financial Assistant under the direction of the Chief Finance Officer/Tax Collector. A sample of duties would include accounts payable processing, accepting tax payments, posting payments, creating purchase orders, reconciliation of accounts, and mailing payments to vendors and other duties assigned. Position requires strong interpersonal skills, knowledge and experience in municipal government preferred. Email cover letter and resume to finance@tewksburytp.net