

**FULL-TIME ACCOUNTS PAYABLE/PURCHASING CLERK
FINANCE DEPARTMENT**

The Township of East Hanover is seeking an experienced and highly motivated office professional with excellent communication and customer service skills. This position reports directly to the CFO/Tax Collector. Must be willing to work on a full-time basis (approx. 35 hours p/week w/benefits).

The candidate should possess at least 3 years' experience working in a professional office atmosphere, municipal experience is required. Must be reliable, detail oriented, self-motivated and organized while capable of handling multiple tasks with the ability to work independently with little supervision. Applicants must be proficient in Microsoft Office. Experience with Edmunds MCSJ software or Municipal Software is required.

Accounts Payable/Purchasing Clerk Duties to include, but are not limited to, preparing bank deposits, wire transfers, payment of debt service, preparing purchase orders, obtaining quotes, completing bill list payments, tracking purchases and creating spreadsheets when required. Additional responsibilities include verifying the accuracy of financial entries and supporting documents, conducting basic arithmetic calculations, preparing vouchers and invoices, maintaining accurate financial records, reconciling municipal funds and accounts.

Please respond by e-mail with a resume detailing your work experience and accomplishments, a cover letter indicating why you think you are suitable for the position, a listing of professional references, and your compensation history for the last three years, detailed and specific compensation requirements to accept the position, and any other accompanying information you choose to send.

The Township of East Hanover, 411 Ridgedale Avenue, East Hanover, NJ 07936.
Attention: Finance Officer & Tax Collector
E-mail: kennyh@easthanovertownship.com