

ADMINISTRATIVE CLERK-TAX COLLECTOR'S OFFICE The Borough of Audubon is currently accepting applications for a part-time clerk in the Tax Collector's office for immediate opening. Administrative position to support the tax office with room for advancement to lead the department.

Job Type: Part-time

Pay: To be discussed

Schedule: Day Shift – M-F Work

Location: In-Person

The duties of this position include but are not limited to the following: Ability to support the tax office to include data processing with proficiency in all aspects of computer operations, maintaining spreadsheets, posting entries into cashbooks/ledgers, maintaining files and records for accuracy, processing payments, and performing related duties as required in a timely fashion. Candidate must be able to learn quickly, be highly organized, detail-oriented, self-motivated with excellent public service skills and able to perform independently in an active office environment while maintaining composure.

Must have knowledge of Microsoft Word and Excel. Prior tax or finance with working knowledge of the MCSJ – Edmunds Tax Program & previous experience in Municipal Government a plus. Will report to the Tax Collector/Registrar in every aspect except statutory and final decisions regarding Tax and Finance Departments

ESSENTIAL FUNCTIONS:

- Accurately processes all receipts for taxes, sewer and miscellaneous payments.
- Process of payments, in person or by mail, by receiving, recording and depositing of receipts according to prescribed methods.
- Process online payments, adjust if needed.
- Balances/reconciles cash/check batches daily.
- Communicate effectively with residents via telephone, email, fax, and in person
- Performs clerical duties required of the position.
- Assists staff with general office duties.
- Performs other duties as may be assigned as needed.
- Perform office practices such as accounting, typing, and data processing.
- Must be willing to take tax collection courses and pass the required certification from the State of New Jersey.

Applicants should submit their resume with a cover letter to d.ingves@audubonnj.com. Email subject line: "Tax Office Clerk". The deadline for submission is Friday, November 15, 2024. The Borough reserves the right to accept applications and conduct interviews before this deadline and until the position is filled. Audubon Borough is an Equal Opportunity Employer.