

## PAULSBORO BOROUGH, GLOUCESTER COUNTY

### FINANCIAL CLERK – WATER AND SEWER

Paulsboro is a small community (6,000 pop.) located in Gloucester County. The Borough operates a Water and Sewer Utility and has an immediate opening for a Financial Clerk. This is a full-time opportunity. Job duties include collecting and posting water and sewer payments, computing and reconciling online payments (WIPP); interaction with residents; collection of fees and taxes through the Edmunds Operating Platform; completing daily batch reports; create monthly and quarterly reports as needed; calculating and making deposits; sending out delinquency notices; computing tax sale figures, and daily inputs and correction in the financial computer system. Applicants should have a background in municipal finance, bookkeeping or accounting. The applicant should have knowledge of the statutory requirements of municipal finance. The candidate must have knowledge of the Edmunds platform and computer skills are required, specifically Microsoft Office (Excel, Word and Outlook), and working knowledge of financial software. Interested and qualified applicants may forward their resume, cover letter and salary requirements to Kathy VanScoy, Clerk at [kvanscoy@paulsboronj.org](mailto:kvanscoy@paulsboronj.org) by Friday, March 22, 2019. Paulsboro is an Equal Opportunity Employer.