

# Township of Manalapan

## ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: [www.mtnj.org](http://www.mtnj.org)

Mayor  
ERIC NELSON

Deputy Mayor  
MARY ANN MUSICH

Township Committee  
SUSAN COHEN  
JACK MCNABOE  
ROBERT GREGOWICZ

Township Administrator  
TARA L. LOVRICH



## POSITION VACANCY

POSITION: ACCOUNT CLERK  
FINANCE

SALARY: \$39,701 – AFSCME

HOURS: 8:30 am – 4:30 pm

### QUALIFICATIONS:

- Processes Purchase Orders from inception thru payment.
- Bill List preparation.
- Prepare checks to pay claimant bills.
- Ensure utility bills and lease payments are paid on time.
- Work with departments to ensure correct invoicing and purchase order compliance.
- Answer inquiries from vendors regarding purchase orders and payments.
- Assist with purchasing department as necessary.
- Maintain inventory and complete ordering of Township's office supplies.
- Must possess strong customer service skills.
- Basic computer skills with knowledge of Microsoft office, and Edmunds.

If interested, please contact the Administration office at [info@mtnj.org](mailto:info@mtnj.org)