Township of Manalapan

ADMINISTRATION

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

Website: www.mtnj.org

Mayor
JACK MCNABOE

Deputy Mayor
SUSAN COHEN

Township Committee
MARY ANN MUSICH
ERIC NELSON
ROBERT GREGOWICZ

Business Administrator
TARA L. LOVRICH

POSITION VACANCY

POSITION: Account Clerk – Tax Assessor's Office
Cross Training with Tax Collector's Office
SALARY: $39,701 - AFSCME
HOURS: 8:30 am – 4:30 pm

QUALIFICATIONS:
Must have data entry and clerical experience and be proficient in Microsoft Office applications. Must have ability to multi-task with accuracy in a busy office environment. Must be comfortable collecting and posting tax payments accurately when needed. Must be customer service friendly.

RESPONSIBILITIES:
Manalapan Township, Monmouth County is seeking a full-time account clerk to assist the Tax Assessor in all aspects of assessment duties. Person must be proficient in Excel as well as willing to learn other assessment specific programs. Must have strong organizational and interpersonal skills. Entry-level position. Experience not necessary, training will be provided. The primary position will be in the Assessor's Office, but will be crossed trained in the Collector's Office as back up.

IF INTERESTED, PLEASE SEND A COPY OF YOUR RESUME TO THE ADMINISTRATION OFFICE INFO@MTNJ.ORG