

**FINANCE CLERK I - TOWNSHIP OF WEST WINDSOR** is seeking a candidate responsible for but not limited to: collecting and recording tax and sewer rent revenues for Office of Tax Collector; clerical, bookkeeping and accounting support to Office of Treasurer. Composing various correspondence, filing/inputting for Office of Tax Assessor within Division of Finance. The successful candidate must be able to undertake a variety of assignments and be focused on prioritizing tasks to meet deadlines. Must possess strong customer service skills necessary for daily interaction with the public and be able to perform mathematical computations accurately. Experience in cash handling. The ideal candidate must be well organized, detail oriented, accurate, possess good verbal and written skills and be able to work well with others. Proficiency using computers, Microsoft Excel, and Word is required. Knowledge of Vital and MSI is a plus but not required. Please forward cover letter, employment application, and resume to: West Windsor Township, Human Resources, PO Box 38, West Windsor, NJ 08550 or e-mail [HR@WestWindsorTwp.com](mailto:HR@WestWindsorTwp.com). **SUBJ: Finance Clerk I. Please apply by November 22, 2017. No phone calls please. EOE/Affirmation Action.**