

**PART-TIME FINANCE OFFICE PERSONNEL** – CRANFORD, is seeking qualified candidates to perform duties in a diversified fast paced office consisting of finance, tax and payroll. Duties will include posting of cash receipts, bank reconciliations, taxes, miscellaneous revenue, general ledger postings, accounts receivable, answering phones, assisting the residents/public with taking payments as well as answering questions and providing support in all aspects consistent with this specific department structure. Along with the ability to multi-task, candidates must be detail oriented and have strong interpersonal, and organizational skills. Knowledge of Edmunds software is preferred. Rate commensurate with experience, not to exceed \$20 per/hr.. Please email your resume confidentially to Cathy Scotti – Assistant to the Township Administrator at [c-scotti@cranfordnj.org](mailto:c-scotti@cranfordnj.org) no later than February 22, 2018. Cranford is an Equal Opportunity Employer.