

## Employment Opportunity

**TAX CLERK** - The Township of Cranford is accepting applications for the full-time position of Tax Clerk in the Finance Department. Duties include collection of Taxes, Sewer, and miscellaneous revenues. This includes assisting the Collector with receipt, deposit, reconciliation and recording of payments received to the appropriate account ledgers, tax liens and/or delinquent ledgers. Assisting with preparation and mailing of tax bills and correspondence, as well as, preparation and conduct of the annual Tax sale. Additional duties include providing office support and general clerical duties including answering phones, filing, receiving & processing purchase orders, payroll and other related duties. Excellent organizational skills and attention to detail are essential for this position, along with the ability to multi-task efficiently and effectively in a high activity work environment. Candidate must be customer service oriented and possess the ability to establish and maintain effective working relationships with employees, officials, and the general public. Other duties may be assigned depending on the needs of the department and the Township. Preferred applicants will have proficiency in Microsoft Outlook, Word, and Excel, or the ability to learn same. Prior Tax Collector's Office experience preferred. Experience with Edmunds a plus. Salary shall be commensurate with experience and qualifications. Please e-mail cover letter, resume, and references to Lavona Patterson, Township Administrator at [jobs@cranfordnj.org](mailto:jobs@cranfordnj.org). Position open until filled. The Township of Cranford is an Equal Opportunity Employer.