

The Berkeley Township Municipal Utilities Authority is seeking to hire a full time Administrative employee to support the front office functions of a small water utility authority. The ideal applicant should be responsible, reliable and enjoy working in a small office. This job is for the person who flourishes in a multiple tasks environment. A minimum of two years experience in payroll processing and accounts payable is required. The ability to interact with the public and staff while performing general office duties is essential. The candidate should possess a good working knowledge of Excel and Microsoft office. Experience working with Paychex, Quickbooks and Edmunds programs are a plus but not required. Health benefits and pension offered. Forward your resume to Executive Director, BTMUA, 42 Station Road, Bayville, NJ 08721.