

BOROUGH OF GLASSBORO
JOB POSTING- PART TIME REVENUE CLERK- 20 HOURS A WEEK (FINANCE OFFICE)

BOROUGH of GLASSBORO is accepting applications and resumes for a Part-Time Revenue Clerk. Under the direction of the Tax Collector, this entry level employee performs routine, repetitive posting of Tax and Utility payments. The applicant will be required to greet the public at the finance window, take and record payments and sort incoming mail. Applicant will also be required to answer the phones, handle property tax relief forms, and assist residents with inquiries related to their tax and water/sewer accounts. Applicant will also assist with maintaining a shared e-mail regarding responding to final water and sewer readings. Reconciliation of cash, checks, and/or credit card payments received daily and various other office duties.

Applications requested by May 3, 2024, by 4:30 PM.

Please submit an application, resume and cover letter to Careers@glassboro.com
Application and job description can be obtained at: <https://www.glassboro.org/employment>
The Borough reserves the right to interview candidates before the application deadline.
The Borough of Glassboro is an EEO employer.