



TOWNSHIP OF CHATHAM

58 Meyersville Road
Chatham, New Jersey 07928
www.chathamtownship.org

JOB NOTICE **Finance Clerk**

As a result of a vacancy, the Township of Chatham is hiring one full-time Finance Clerk in the Finance Department. Under the administrative direction of the Chief Financial Officer, the Finance Clerk will be responsible for accounts payable, payroll, benefits administration (including retirees), attendance and other duties as required. The ideal candidate must be able to work independently, take initiative and have strong organizational skills. Experience with Primepoint, Edmunds, Microsoft Office and government experience is preferred.

The salary range for this position is \$40,000 - \$89,000 annually. A complete job specification is attached. Applicants must submit the complete application available at www.chathamtownship.org, along with a resume and cover letter (must include salary requirement), to jobs@chathamtownship.org. No e-mail or telephone inquiries. Chatham is an Equal Opportunity Employer.