

FINANCIAL ASSISTANT

Borough of Englewood Cliffs is seeking a part-time highly motivated individual with good communication and organizational skills to assist the Finance department with all statutory duties, including but not limited to Accounts Payable, Accounts Receivable, Payroll, Personnel, Purchasing and routine Clerical duties. Ability to maintain professionalism and confidentiality is a must. Microsoft Office proficiency preferred. Training will be provided in Edmunds GovTech financial system. Flexible 25-30 hours per week between 9:00 AM and 5:00 PM. Salary range is \$20 per hour. Borough reserves the right to conduct interviews as applications are received and can fulfill the position before the submission deadline. Send resumes to Laura Borchers at lborchers@englewoodcliffsnj.org by 1-13-2022.