

Job Opening
Full Time Account Clerk
Job Code 0001

The Borough of Milltown is currently seeking applicants for the position of Full Time Account Clerk (Civil Service Job Code 0001) in the Finance and Administration Department. The Borough is seeking applications from qualified candidates to perform a variety of clerical, administrative, and financial support duties. Excellent computer, verbal and written communication skills and ability to organize and manage multiple tasks required. Knowledge of Edmunds and Microsoft Suite skills are necessary to perform duties. The Borough of Milltown is a Civil Service Municipality.

Civil Service Job description can be obtained through the Municipal Clerk's Office. The Borough of Milltown is an Equal Opportunity Employer.

Interested candidates should submit Milltown Employment Application, Resume and References to Gabriella Siboni, Municipal Clerk, at gsiboni@milltownboro.com or 39 Washington Ave. Milltown, NJ 08850