

## **FINANCE ASSISTANT - FRANKLIN BOROUGH, SUSSEX COUNTY**

Franklin Borough is seeking a dedicated, organized, detail-oriented person for the part-time position of Finance Assistant. The Finance Assistant will be responsible for processing tax and water/sewer payments during lunch hours and vacations, daily banking, monthly bank reconciliations, assisting with and preparing purchase orders, and providing office support while delivering high-quality customer service. Other duties may be assigned depending on the needs of the department and the Borough. Expected hours are 20-25 hours per week.

The qualified candidate should have experience in bank reconciliations and accounts payable and be accurate and proficient with numbers. Strong Excel skills required. Interested applicants can apply by sending a cover letter and a resume to Franklin Borough Attn: Administrator, 46 Main Street, Franklin NJ 07416 or email [admin@franklinborough.org](mailto:admin@franklinborough.org). Franklin Borough is an equal opportunity employer (EOE).