

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 under supervision will be responsible for processing bi-monthly payroll. Additional duties include providing office support and general clerical tasks including but not limited to, answering phones, copying, filing, mailing, receiving and processing purchase orders and 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 processing payroll and needs to be accurate, proficient with numbers and work well with people. Strong Excel skills required. Interested applicants can apply by emailing a cover letter and resume to abernath@franklinborough.org. Franklin Borough is an equal opportunity employer (EOE).