

Borough of Metuchen

Finance Clerk

Metuchen is a small Borough of 2.85 square miles, located in Middlesex County with a population of approximately 15,000 people. Metuchen has a vibrant downtown district which includes a popular Northeast Corridor train stop to NYC.

The position of finance clerk will report directly to the Chief Financial Officer/Tax Collector. They will perform entry level finance tasks, such as data entry, classifying, verifying and recording data and reconciliation of account records and documents. Analysis of reports and billings for verification and posting to financial system with all necessary supporting documentation. Primary interface for tax/finance interaction with the public. Accurately record all window payments, prepare deposits, post payments and issue receipts and maintain various spreadsheets. Proficiency with computers, especially Edmunds and Excel systems are preferred and experience with cash handling and excellent customer services skills are required. Detailed oriented and multi-tasking are a required skill set as is superior organizational capabilities. Familiarity with municipal finance terms and process are a plus.

Entry level position with the ability to grow within the municipal finance department. 1 to 3 years of finance experience preferred, a minimum Associates or bachelor's degree in finance required, proficiency with Microsoft Word and Excel required. Offer of employment is contingent upon completion of a background check. Please submit all resumes to the Borough Administrator, mperilstein@metuchen.com with subject Finance Clerk. Resumes will be accepted until November 15, 2023.

The Borough of Metuchen is an Equal Opportunity Employer.