FULL TIME ACCOUNTS PAYABLE CLERK – Roseland, Essex County, NJ, is seeking a full-time Accounts Payable Clerk - 35 hours per week- M-F, 8:30 am to 4:30 pm to provide administrative support to the Borough of Roseland Finance Department. Duties to include: creating and processing requisitions, keeping inventory of and ordering day-to-day office supplies, processing invoices, maintaining vendor and contract files, maintaining animal licensing files, administering the Petty Cash Fund and assist with purchasing. Candidate must possess good communication, computer, and organizational skills as well as have experience with Microsoft Office. Experience preferred in the use of Edmunds Finance Computer system but not required.

Salary 42K -47K plus pension and benefits. Interested candidates should send a resume to Maureen Chumacas, Borough Administrator, 140 Eagle Rock Avenue, Roseland, NJ 07068 or by email to mchumacas@roselandnj.org. Interviews shall be scheduled immediately and will continue to do so until the position is filled.