

PAYROLL CLERK

The Township of Readington is seeking a payroll clerk. Primary responsibilities include biweekly payroll, preparing vouchers and all pension reporting as well as other duties assigned. Proficient in Primepoint payroll as well as Excel. Edmunds municipal software a plus. Readington is an Equal Opportunity Employer. Interested applicants should send a cover letter, resume, references and salary requirements by July 15th to admin_dm@readingtontwp-nj.org. The Township reserves the right to conduct interviews before the deadline.

P/T FINANCE OFFICE CLERK

The Township of Readington is seeking a well-organized candidate that will be responsible for processing purchase orders, record keeping and filing as well as other duties assigned. 20-25 hours per week. Ability or experience in Edmunds municipal software a plus. Readington is an Equal Opportunity Employer. Interested applicants should send a cover letter, resume, references and salary requirements by July 15th to admin_dm@readingtontwp-nj.org. The Township reserves the right to conduct interviews before the deadline.