



The Borough of Wildwood Crest is accepting applications for a full-time Finance Office/Human Resources Specialist. Applicants will be responsible to interact with employees and retirees at all levels as well as be required to communicate various human resources and New Jersey Civil Service policies and procedures. Responsibilities will include but not limited to onboarding, pension, health benefits, workers comp, and FMLA. Candidates must have the ability to interact well with fellow employees and public officials as well as maintain confidentiality. Must possess excellent written and verbal communication skills and computer experience is required including excel and payroll software. Salary commensurate with experience.

The Borough also reserves the right to accept applications and interview applicants until the position is filled.

Applications for employment are available online at www.wildwoodcrest.org/jobs.php.

Applicants are requested to complete online or forward letters of interest along with applications and resumes via email to humanresources@wildwoodcrest.org or mail them to:

Borough of Wildwood Crest
Attn: Human Resources
6101 Pacific Avenue
Wildwood Crest, NJ 08260

The Borough of Wildwood Crest is an Equal Opportunity Employer.