



## **JOB POSTING**

### **Borough of Wildwood Crest**

**POSITION:** Tax Clerk

**Type of employment:** Full-Time,  
with excellent fringe benefits

The Borough seeks a professional, customer service – oriented, experienced candidate to join our Tax Collection office. Our ideal candidate must be organized, hardworking, able to perform well under pressure, and have strong monetary skills. Duties include assist Tax Collector with all aspects of office, answer phones, assist residents in person, accept/post payments, prepare daily bank deposits, and maintain spreadsheets. Must be proficient in Microsoft Word and Excel; Accounts Receivable experience required. Edmunds MCSJ software experience is preferred but not required. Salary range is from \$30,000 - \$36,000 and commensurate with experience. The Borough also reserves the right to accept applications until the position is filled. For more information for employment and applications please contact the Human Resource office. Applicants are requested to complete and forward applications and resumes via email to [humanresources@wildwoodcrest.org](mailto:humanresources@wildwoodcrest.org) . The Borough of Wildwood Crest is an Equal Opportunity Employer.