

We are seeking a reliable, professional, and detail-oriented **Full-Time Finance Clerk/Utility Collector** to join our team.

Responsibilities:

- Collect and process payments accurately and efficiently
- Assist customers with tax/water/sewer/beach badge/parking pass/questions and payment inquiries
- Maintain accurate records and documentation
- Handle cash, checks, and electronic payments
- Follow all applicable tax laws, regulations, and office procedures
- Provide professional and courteous customer service

Qualifications:

- Previous experience in tax collection, accounting, finance, or a related field preferred
- Strong attention to detail and organizational skills
- Excellent communication and customer service skills
- Ability to handle confidential information professionally
- Proficiency with Edmunds, Rios and Neptune a plus
- Ability to work independently and as part of a team

Interested parties please send resume to CN 100 Ocean Gate NJ, 08740 Attn: Ileana Vazquez-Gallipoli or email to ogclerk@oceangatenjgov.com