

Rick Miller
Mayor
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Anne Marie Miller
Administrator
amiller@berlinnj.org

Municipal Building
59 South White Horse Pike
Berlin, New Jersey 08009

Phone: (856) 767-7777 ext. 311
Website: www.berlinnj.org

Job Title: Confidential Account Clerk
Location: Berlin Borough, Camden County
Job Type: Part Time- up to 29 hours

Job Description: A **Confidential Account Clerk** is responsible for handling sensitive financial records and transactions while ensuring compliance with company policies and regulations. Their duties typically include:

Key Responsibilities:

- Experience in financial operations, including **collecting and recording** payments from individuals and businesses.
- Strong attention to detail and accuracy in financial transactions
- Proficiency in **Excel spreadsheets**
- Excellent customer service skills to assist residents
- Knowledge of **Edmunds Accounting software**
- Knowledge of **calculating** and **processing payroll**

Qualifications:

- High school diploma or equivalent (associate's degree or relevant certification preferred).
- Previous experience in local government, clerical, and customer service
- Proficiency in Microsoft Office Suite and database management.
- Strong communication and organizational skills.
- Attention to detail and ability to handle multiple tasks efficiently.

How to Apply: Interested candidates should submit their resume, cover letter, and references to:
Anne Marie Miller, Borough Administrator
amiller@berlinnj.org
59 S. White Horse Pike
Berlin, NJ 08009

Closing Date: May 27, 2025 @ 4pm