

Rick Miller
Mayor



Anne Marie Miller
Administrator

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

Phone: (856) 767-7777 Ext. 311
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February 10, 2026

Deputy Treasurer – Borough of Berlin

The Borough of Berlin is seeking a qualified, detail-oriented **Deputy Treasurer** to assist in the daily operations of the Finance Office. This position supports the Chief Financial Officer/Treasurer in all municipal finance functions and ensures compliance with New Jersey's statutory and regulatory requirements.

Responsibilities

- Assist with all financial operations, including accounts payable, accounts receivable, payroll, and general ledger maintenance
- Support the preparation of the annual municipal budget and assist with budget monitoring throughout the year
- Process purchase orders, vouchers, and vendor payments in accordance with NJ Local Public Contracts Law
- Maintain accurate financial records and assist with annual audit preparation
- Assist with cash management, revenue collection, and deposits
- Perform additional duties as assigned by the CFO/Treasurer

Required Qualifications

- Prior experience in a New Jersey municipal finance office preferred
- **Proficiency with Edmunds Financial Software (Edmunds GovTech) required**
- Experience with CASA preferred
- Ability to interpret and apply NJ Local Public Contracts Law (N.J.S.A. 40A:11)
- Strong organizational skills, attention to detail, and ability to maintain confidentiality
- Proficiency in Microsoft Office (Excel, Word, Outlook)

Additional Information

This is a full-time position with a competitive salary and benefits package. The successful candidate must pass a background check. Closing Date: February 25, 2026

How to Apply

Submit a cover letter, resume, and references to:

Anne Marie Miller -Borough Administrator

amiller@berlinnj.org

59 S. White Horse Pike

Berlin NJ 08009

The Borough of Berlin is an Equal Opportunity Employer.