

Job Announcement

CLERK 1, Full Time - The Borough of Rutherford is seeking a qualified applicant for the position of a Clerk 1. Responsibilities include, but not limited to, assisting with the functions of the Purchasing/CFO's Office such as:

1. Process requisitions, purchase orders and payment vouchers for all departments
2. Obtain all required documentation under State Law and Borough Ordinance
3. File and maintain payment vouchers for review, OPRA and Annual Audit retrieval
4. Prepare spreadsheets and communications utilizing WORD and EXCEL
5. Special Projects as assigned
6. Close attention to detail & complete tasks with a high degree of accuracy(self-review)
7. Certain assignments are to be completed within specific deadlines
8. Basic office functions including answering phones; opening mail; filing; etc

The successful candidate shall have excellent oral and written communication skills, strong customer service skills and be experienced in using Microsoft Word, Microsoft Excel, and Microsoft Outlook. Experience with Edmunds software a plus. Interested candidates should send their resume and application to Margaret Scanlon, Borough Clerk, The Borough of Rutherford, 176 Park Avenue, Rutherford, New Jersey 07070 or via email: mscanlon@rutherfordboronj.com prior to December 21, 2022. EOE. The Borough reserves the right to begin interviews and hire prior to closing date.