

## **IMMEDIATE PART TIME FINANCE/PAYROLL CLERK POSITION AVAILABLE**

The City of Beverly is seeking a part-time Finance/Payroll Clerk with experience in local government. Candidates must be able to work well with others, have good people skills, must be proficient with Microsoft Office products, and have strong organizational skills; experience with Edmunds is a plus. The ideal candidate must be attentive to detail, highly organized, and have strong customer service skills. The successful candidate will assist CFO with variety of responsibilities including but not limited to accounts payable/receivable. Preparing deposits, and processing purchase orders. Assist with payroll process, data entry, filing and other general office duties. The successful candidate will also assist the Tax Collector with filing, preparing deposits and other miscellaneous duties related to tax collection. Successful candidate will be required to pass a background check.

Interested candidates should forward an expression of interest and resume to Richard Wolbert, City Administrator, 446 Broad Street, Beverly, NJ 08010, or [rwolbert@thecityofbeverly.com](mailto:rwolbert@thecityofbeverly.com).

Beverly City is an equal opportunity employer.

## **IMMEDIATE PART TIME HOUSING SECRETARY POSITION AVAILABLE**

The City of Beverly is seeking a part-time Housing Secretary with experience in local government. Candidates must be able to work well with others, have good people skills, must be proficient with Microsoft Office products, and have strong organizational skills; experience with MC Systems Enforcer, Planner and M-Pass is a plus. The ideal candidate must be attentive to detail, highly organized, and have strong customer service skills. The successful candidate will register rental units, schedule the inspector for inspections, follow up on inspections, perform billing, and maintain all records associated with the position. Assist with deposits, data entry, filing and other general office duties. Successful candidate will be required to pass a background check.

Interested candidates should forward an expression of interest and resume to Richard Wolbert, City Administrator, 446 Broad Street, Beverly, NJ 08010, or [rwolbert@thecityofbeverly.com](mailto:rwolbert@thecityofbeverly.com).

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## **IMMEDIATE PART TIME CODE ENFORCEMENT POSITION AVAILABLE**

The City of Beverly is seeking a part-time Housing Secretary with experience in local government. Candidates must be able to work well with others, have good people skills, must be proficient with Microsoft Office products, and have strong organizational skills; experience with MC Systems Enforcer is a plus. The ideal candidate must be attentive to detail, highly organized, and have strong customer service skills. The successful candidate will be responsible for registering vacant properties, maintain a list of vacant and abandoned properties, perform property maintenance inspections, issue Code Compliance Reports, issue summonses when necessary, and appear in municipal court as needed for property maintenance violations. Successful candidate will be required to pass a background check.

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