

## **PAYROLL CLERK / FULL TIME – MATAWAN BOROUGH**

The current Payroll Clerk is retiring. The Borough is a highly desirable residential community with a steadily growing population and tax base. Duties include payroll processing, monthly SHBP Contributions, garnishes, timely bi-monthly time reports, vacation, sick time, personal time balances. Other duties include monthly pension contributions as well as quarterly pension reports, and perpetration of W9 and I9 distribution. Must have experience in Local Government and Edmunds Software. Compensation is negotiable, excellent medical benefits and pension program offered. Interested candidates must submit a Resume, Cover Letter, References, Salary History and Salary Requirements via email only, which will be accepted until April 26, 2019, to: [Louis.Ferrara@MatawanBorough.com](mailto:Louis.Ferrara@MatawanBorough.com), marked to the attention of Louis C. Ferrara, Borough Administrator. The Borough reserves the right to conduct interviews prior to April 26, 2019 as qualified candidates are identified.

All Application materials are deemed confidential to the extent permitted by applicable law. Applicants are welcome to include a narrative within their Cover Letter summarizing their experience and describing why they are uniquely qualified for this position. The Borough of Matawan is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.