

**ACCOUNTS PAYABLE CLERK. Borough of Old Tappan** seeks full-time accounts payable clerk. Must be a motivated, detail-oriented individual with excellent organizational, computer and communication skills along with the ability to work cooperatively with department heads, fellow employees, local officials, and the general public. Responsibilities include but are not limited to processing of all purchase orders, preparation of monthly bills list, escrow and various other clerical duties, assist where needed in department. Knowledge of Microsoft Word and Excel. Purchasing experience and knowledge of Edmunds Software a plus, but not required. Excellent benefit package. Email cover letter, resume, and two references to Jessie Coward, CFO at [CFO@oldtappan.net](mailto:CFO@oldtappan.net). EOE.