

**THE BORDENTOWN SEWERAGE AUTHORITY
ACCOUNTS RECEIVABLE CLERK**

Specialized customer service/clerical work.

Involves the accurate completion of cash transactions from the public. Work duties include, but are not limited to:

- Interacting with customers
- Answering the phone
- Resolving customer complaints
- Posting of daily receipts and related monthly closing processing
- Preparing Bills
- Updating customer accounts.
- Typing and Filing

QUALIFICATIONS:

- MS Office Suite proficient (Outlook, Word, and Excel)
- Ability to perform complex arithmetic computations accurately.
- Ability to deal with the public calmly, tactfully and courteously.
- Positive and upbeat attitude.
- Ability to manage multiple priorities.
- Bachelor's degree a plus. Experience may be substituted for education.

Please send resume to: Ms. Judith Klim, The Bordentown Sewerage Authority, PO Box 396. Bordentown, NJ 08505, or fax to 609 291 9079.

Bordentown Sewerage Authority is an Equal Opportunity Employer