

East Windsor Municipal Utilities Authority; is seeking a full-time Accounts Payable clerk. Under supervision of the Chief Financial Officer, responsibilities include, but are not limited to, accounts payable, payroll, preparation of monthly bills list, back up for accounts receivable, and general clerical duties. Candidate must be a motivated, detail-oriented individual with excellent organizational, computer and communication skills. Knowledge of governmental procurement and accounting helpful. Qualified Purchasing Agent License a plus; NIMS Certification (IS-100 and IS-200) a plus. Experience with Edmunds Financial Software preferred. Proficiency in Microsoft Outlook, Word, and Excel a must.

Applicant must satisfy employer physical, drug/alcohol screen and criminal background check. Must possess a valid N.J. State driver's license. NJ residency required by State Statute R.S.52:14-7. East Windsor Municipal Utilities Authority offers excellent compensation. Please send a resume and complete employment application (www.eastwindsormua.com) via email to Spretz@eastwindsormua.com or mail to East Windsor MUA, 7 Wiltshire Drive, East Windsor, N.J. 08520 Attn: Sue Pretz; EOE