

Part-Time Cashier / Account Clerk – The Township of Maple Shade is seeking a Part-Time Cashier / Account Clerk; Monday, Wednesday and Friday 12-15 hours per week. Starting pay rate will be \$18.00/hour. Under the direction of the Tax Collector, the Cashier/Account Clerk will perform a variety of routine, repetitive, noncomplex tasks which involve computing, classifying, verifying and reconciling accounts. Ability to add, subtract, multiply and divide, using a calculator and excellent customer service skills are a must. The successful candidate will be responsible for receipt and application of tax and utility payments and miscellaneous accounts; must be comfortable dealing with the public both in person and over the phone. The Township of Maple Shade is an Equal Opportunity Employer. Interested and Qualified Candidates should send a cover letter and resume to Susan Danson, Township Manager, via email: twpmgr@mapleshade.com. In lieu of a resume, candidate may complete an application available on the Township's website. The Township reserves the right to review resumes and interview candidates as received.