



TREASURER – The Township of Maple Shade, is seeking a Full-Time Treasurer who will report directly to the Chief Financial Officer. Responsibilities will include, but are not limited to, accounts payable processing, processing bi-weekly payroll, involved in the receipt and disbursement of money, prepare monthly bank reconciliation for various township accounts, maintain developer escrow accounts, process deposits, prepares monthly accounting reports, may assist with annual audit and other related duties as required. Qualified applicants must be able to understand accounting concepts and procedures and have experience with Microsoft Office. Experience with Edmunds software is a must. Experience with PrimePoint Payroll software a plus. At least 3 years' experience in government finance is required. The successful candidate should be computer literate with a strong working knowledge of Excel, extremely organized and a team player. Salary is \$49,950.00 and the role is eligible for sick, personal, vacation and holiday pay. Interested candidates should submit a cover letter and resume to Susan Danson, Township Manager, twpmgr@mapleshade.com. Maple Shade reserves the right to review resumes and conduct interviews as they are received. The Township of Maple Shade is an Equal Opportunity Employer.