



JOB POSTING – 07/15/2026

Part-Time Tax/Utility Cashier & Administrative Floater – The Township of Maple Shade is seeking a friendly, organized, and dependable individual to join our team as a Part-Time Tax/Utility Cashier & Administrative Floater. This position averages 24 hours per week, with a preferred schedule of Monday to Thursday 9am to 4:00pm (1-hr unpaid lunch & some flexibility may be available with days and times), at a rate of \$23.00 per hour. The successful candidate will provide excellent customer service while assisting residents in person and over the phone, processing tax and utility payments, performing data entry, reconciling daily cash drawers, and providing general administrative support and other duties as assigned. This position will also assist other Township offices as needed with filing, copying, scanning, and other clerical duties. Qualified applicants should possess strong organizational and communication skills, the ability to work independently in a fast-paced environment, and proficiency with Microsoft Office, including Outlook, Word, and Excel. Prior cash handling, customer service, or municipal office experience is preferred but not required. Interested candidates should submit a cover letter and resume to the Township Manager's Office, Township of Maple Shade, 200 Stiles Avenue, Maple Shade, NJ 08052, or email them to twpmgr@mapleshade.com. Applications will be accepted until the position is filled. The Township of Maple Shade is an Equal Opportunity Employer.