

Collections Clerk – Township of Ocean, Monmouth County - 9,300 line items, seeks a full time collector for tax and sewer. Additional responsibilities to include, but not limited to, billing and processing for animal control and food licenses, as well as preparation of housing documents. Proficiency with computers and Microsoft Office software is a must. Banking and Edmunds Collections Software experience is preferred, with completion of some or all of the Rutgers tax collection classes a plus. The Township of Ocean offers a benefits package and salary commensurate with experience and is an Equal Opportunity Employer. Please submit your cover letter, resume and references via email by 7/20/2012 to: taxresume@oceantwp.org