

FINANCE CLERK/ADMINISTRATIVE ASST (P/T) - Borough of Woodcliff Lake is seeking a professional with finance experience to assist with receiving/posting payments, accounts receivables and administrative support to all departments. The ideal candidate must be organized, attentive to details, communicative and be a problem solver. Must be proficient with Microsoft Office. Knowledge of municipal software programs; Edmunds Financial and SDL a plus. The Borough reserves the right to review resumes and conduct interviews as they are received. Woodcliff Lake is an EOE.

Submit resume, (3) references and cover letter to Tomas J. Padilla, Borough Administrator, Borough of Woodcliff Lake, 188 Pascack Rd., Woodcliff Lake, NJ 07677, by email to admin@wclnj.com