

**Town of Guttenberg**  
**Employment Opportunity**

**SENIOR FINANCE CLERK, FULL TIME – TOWN OF GUTTENBERG.** Primary duty will be processing Payroll and Pension, also will check/compare for completeness of various documents, i.e., vouchers, requisitions, invoices, bills/receipts. Must be flexible and have ability to prioritize and complete multiple tasks. Must possess the ability to work independently while being team-oriented and cooperative. Perform other related professional financial and administrative functions as assigned. Must have degree in Accounting or Finance from an accredited College or University. Prior experience in Municipal Government a plus. Send cover letter, resume and qualifications to Albert Cabrera, Municipal Clerk, at [townclerk@myguttenberg.com](mailto:townclerk@myguttenberg.com) or via mail to: Attention: Albert Cabrera, Municipal Clerk, Town of Guttenberg, 6808 Park Avenue Guttenberg, NJ 07093 no later than 4:00 PM on January 5, 2015.