

Certified Tax Collector – Borough of Roselle, Union County – Immediate opening. The Borough is seeking a part time Certified Tax Collector to oversee the Borough's tax collection process and supervise one full time employee. The Borough has a population of 21,274 with 5600 line items and is a fiscal year municipality. Applicants must be able to demonstrate proficiency with Microsoft Word and Excel, must have strong math, analytical and typing skills, accurate cashier skills and knowledge of records management techniques including legal requirements for tax collection and reporting. Must have knowledge of New Jersey Statutes Title 54. Familiarity with Munidex computer software is a plus. Prior municipal experience and customer service training is preferred. Submit resume and cover letter to Cheryl G. Fuller, Business Administrator, 210 Chestnut Street, Roselle NJ 07203 by April 30, 2009. The Borough of Roselle is an equal opportunity employer.