



# Borough of Dumont

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## **Open Position- Finance Department- Part-time Finance Assistant**

The BOROUGH OF DUMONT is seeking a part-time finance assistant to the Finance Department. Successful candidate will process bills and payments for the finance department as well as perform other duties as assigned. Weekly, the candidate will be expected to work 20-25 hours. Schedule of work hours will be established by department management and the candidate prior to hiring.

Candidates with prior experience in banking or finance, data entry, payment processing, or municipal accounting are ideal for this position. Must be proficient with Microsoft Word and Excel. Ability to learn the Edmund's Municipal Finance program and essential elements of NJ Statutes and Administrative code is a requirement for successfully carrying out the job.

Successful applicant, even with prior experience, will be trained for and supervised in the position.

Please submit a letter of interest and resume by **April 5, 2024**, to Karen Glass at [kglass@dumontboro.org](mailto:kglass@dumontboro.org) or mail: Borough of Dumont, 50 Washington Ave, Dumont, NJ 07628.

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