

TOWNSHIP OF SHREWSBURY

RESOLUTION #2023- 42

County of Monmouth

AUTHORIZING ADVERTISEMENT FOR PART-TIME CLERICAL/BOOKKEEPER

WHEREAS, the Township of Shrewsbury needs a Part-Time Clerical /Bookkeeper, to fill a position vacated by Mary Russell's resignation; and

WHEREAS, specifications have been drawn in a manner to encourage free, open, and competitive bidding pursuant to N.J.S.A. 40A:11-9.

WHEREAS, Qualified candidates, must be reliable, possesses strong communication and customer service skills, pays close attention to detail, can multi-task and is highly organized. Responsibilities include processing of PO's, bill payment, mail distribution, filing and answering phones. Required proficiency with Edmund's software AR/AP, knowledge of other areas of the software a plus. Seeking an individual who has good computer skills and proficiency in Microsoft Office. Must be able to take direction and work well with others. Must be willing to work between Mon – Thurs, 10 AM – 1 PM, approximately 10 -12 morning hours a week. With the ability to occasionally work a few evening hours once a month for Township meetings.

NOW, THEREFORE, BE IT RESOLVED, that the Township Committee of the Township of Shrewsbury, County of Monmouth and State of New Jersey, hereby authorizes that a advertisement for the position be published and in order to seek a Part-Time Clerical Assistant and Bookkeeper, applicants be sought in accordance with State Statute and specifications drawn and hereby approved by the Township Committee of the Township of Shrewsbury, a true copy of said specifications are attached hereto as Exhibit A.

Name	Motion	Second	Ayes	Nays	Abstain	Absent
LETTICE						
PUHAK						
JENNINGS						

I hereby certify the above to be a true copy of the resolution adopted by the Township Committee at the Meeting held on February 14, 2023.

Katrina Thornton,CMR
Acting Municipal Clerk

Lester Jennings
Mayor