

Clerk (Finance Dept.)

Falls Township is seeking a Full Time Clerk to join the Finance Team. Hours will be 8:30am to 4:30pm, Monday through Friday. Position requires clerical experience in a business office environment and a solid working knowledge of Microsoft 365 Suite including Word and Excel. Mathematical competency, strong interpersonal skills, and attention to detail are a must. Experience with Tyler Technologies Incode 10 software is a plus. Duties will include, but are not limited to, cashiering, customer service, data entry/compilation, report preparation, account reconciliation, filing and other tasks as assigned by the Finance Director. Resumes accepted through Tuesday, 2/23/2021, at 4:00pm. Submit resume and salary requirement to Sherry McGovern, HR Coordinator, 188 Lincoln Hwy, Suite 100, Fairless Hills, PA 19030, or e-mail to s.mcgovern@fallstwp.com

The Township of Falls is an Equal Opportunity Employer.