

PAYROLL AND HUMAN RESOURCES CLERK – MOUNT LAUREL, Burlington County.

Civil Service community seeks clerk responsible for payroll and human resources including maintain all payroll & human resources records, process all agency disbursements, process weekly & bi-weekly payrolls, and all required Federal & State reporting. Knowledge of Civil Service regulations & State Health Benefits Program a plus. Excellent analytical, organization and communication skills required. Knowledge of Microsoft Office products and Edmunds system preferred. Send cover letter with resume, salary history and reference to: Township Manager at MMitchell@Mountlaurel.com by Friday August 24, 2012.