

ASSISTANT TO CFO – BOOKKEEPER - ESCROW

March 13, 2026

The Township of Barnegat is seeking to hire a Full-Time, Assistant to the CFO-Bookkeeper-Escrow Coordinator. Individual to support the accounts payable and purchasing functions, finance depositing and related posting of receipts, monthly bank reconciliations and any other additional duties. Position requires interpersonal skills, a high level of organizational skills with proficiency in Microsoft Office, Excel, and Word and preferred experience with Edmunds Governmental software program. The salary range for this position is \$42,500 - \$45,000. Email Job Application and Resume to Donna Manno, Township Clerk at clerk@barnegat.net by March 27, 2026. Please put "Assistant to CFO" in subject field. The Township reserves the right to interview candidates and fill the position prior to the close of the application period.
EOE