

# FIRE DISTRICT NO. 1

*Township of Ocean*

**72 LARKIN PLACE**

**OAKHURST, N.J. 07755**

**Phone: (732) 229-8059**

**Fax: (732) 870-0946**

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POSITION: Board Clerk – Part-Time

HOURS: 20 - 25 hours per week

The Board of Fire Commissioners, Township of Ocean Fire District No. 1, is currently accepting resumes for the role of Board Clerk. The successful candidate will perform skilled clerical work, and provide general support to the Fire District Administrator. Responsibilities include all phases of payroll, maintaining financial records and facilitating communications with local and state offices.

## QUALIFICATIONS:

- 3 years office/clerical experience preferred
- High-level of computer skills with specific working knowledge of:
  - Microsoft Word
  - Microsoft Excel
  - Quickbooks
- Bookkeeping/Accounting experience preferred
- Good organizational skills and able to work with minimal supervision
- Good public relation skills
- Exceptional written and verbal communication skills

SALARY RANGE: \$18.00 - \$22.00 per hour

Qualified candidates should send resumes to the Township of Ocean Fire District No. 1, Fire District Administrator, 72 Larkin Place, Oakhurst, NJ 07755, by the end of the business day, May 10, 2019, 4:00 pm.