

## PART -TIME TAX COLLECTOR

### CERTIFIED TAX COLLECTOR.

The tax collector is responsible for the oversight of the bookkeeping, calculations, and accounting functions to comply with all state law and municipal directives in the collection of property taxes. This includes the proper calculations, preparation, and mailing of tax bills, the receipt and detailed accounting of all monies and/or checks received, the timely and accurate accounting and reporting of the activities of the office as required by state law and municipal directive, and assisting in the administration of procedures for the enforcement of timely payment of all due taxes; tax lien sales and redemptions.

knowledge of Edmunds Software Systems required. This position reports directly to the Township committee. Salary commensurate depending on education and experience.

Qualified candidates should send resume and cover to [clerk@knowlton-nj.com](mailto:clerk@knowlton-nj.com)

## SEASONAL SNOWPLOW DRIVERS

THE TOWNSHIP OF KNOWLTON SEEKS  
SNOWPLOW DRIVERS WITH VALID NJ/PA  
LICENSE TO ASSIST WITH PLOWING  
DURING INCLEMENT WEATHER.

Please send completed  
employment application,  
which can be found on the

Township website

[www.knowlton-nj.com](http://www.knowlton-nj.com)

under FORMS, to:

Kailene Molion, Acting Township

Clerk 628 Route 94,

Columbia, NJ 07832

or by email to

[clerk@knowlton-nj.com](mailto:clerk@knowlton-nj.com).