

JOB OPPORTUNITY

The **Beach Haven Borough** Finance Department has a position open for the title **Administrative Analyst**. The successful applicant will be expected to assist in duties related to everyday operations in municipal finance, payroll & tax collection.

Minimum requirements include a Bachelor's degree from an accredited college or university & one (1) year of work experience in analyzing, evaluating, & providing advice to management in a variety of areas related to municipal finance.

Possession of a Master's degree may be substituted for the one (1) year of experience. An additional four (4) years of appropriate work experience may be substituted for the educational requirement.

The salary range for this position is \$25,000 - \$54,800.

Interested parties are encouraged to submit a detailed resume Borough Administrator Richard S. Crane.

The Borough of Beach Haven is an equal opportunity employer.