



Lambertville MUA
Lambert Lane Extended
PO Box 300
Lambertville NJ, 08530
P: 609-397-1496 F: 609-397-1184

NOTICE OF EMPLOYMENT OPPORTUNITY

Post Date: September 8, 2026

Position: Part-Time Administrative Assistant/ Bookkeeper

Part-Time Administrative Assistant / Bookkeeper
Lambertville Municipal Utilities Authority

Part-Time | 20–28 hours per week | Flexible Schedule

Lambertville Municipal Utilities Authority is looking for a **reliable, organized, and detail-oriented Administrative Assistant / Bookkeeper** to join our team.

This position supports our day-to-day office and financial operations, with a focus on **accounts payable, accounts receivable, bookkeeping, and general administrative duties**. It's a great opportunity for someone who enjoys working independently in a small-team environment.

What You'll Do

- Process accounts payable and accounts receivable
- Maintain accurate financial records and reports
- Reconcile vendor statements and resolve billing issues
- Assist with payroll and timesheet tracking
- Maintain digital and paper files
- Answer phones, emails, and general inquiries
- Assist with audits, regulatory reports, and board meeting materials
- Perform general office tasks, including data entry, scheduling, and document preparation
- Communicate with vendors, contractors, and municipal departments

What We're Looking For

- Experience in bookkeeping, AP/AR, or administrative support
- Proficiency with **Microsoft Word, Excel, Outlook, Edmunds, and accounting software**
- Strong attention to detail and organizational skills
- Excellent communication skills
- Ability to work independently and manage multiple priorities
- Ability to handle confidential information professionally
- Municipal or utility experience is a plus, but **not required**

What We Offer

- **20–28 hours per week**



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- Flexible scheduling during normal business hours
- Competitive hourly pay based on experience
- Opportunity for long-term employment and growth

Join a team that helps protect public health, support our community, and provide reliable wastewater services. Apply today!