



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

Description: Lambertville Municipal Utilities Authority is seeking a reliable, organized, and detail-oriented **Part-Time Administrative Assistant / Bookkeeper** to work 20–28 hours per week with a flexible schedule. Responsibilities include accounts payable and receivable, bookkeeping and financial recordkeeping, vendor reconciliation, payroll and timesheet support, filing, data entry, answering phones and emails, and assisting with audits, reports, board meetings, and general office duties.

Education/ Requirements: Qualified candidates should have bookkeeping, AP/AR, or administrative experience; proficiency with Microsoft Office, Edmunds, and accounting software; strong organizational and communication skills; and the ability to work independently and maintain confidentiality. Municipal or utility experience is a plus but not required. Competitive hourly pay is based on experience, with potential for long-term employment and growth.

Submit application, cover letter of intent and resume as attachments to:
mparsons@lambertvillemua.com. Application available online at
<http://lambertvillemua.com/employment-opportunities/>.

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