





**RECREATION OFFICE MANAGER**

The Borough of Leonia has an immediate full-time position vacancy in the Recreation Department for an Office Manager. Candidates must have previous office experience including a strong background in bookkeeping to assist with purchasing and payroll. Excellent communication skills are required. In addition, a strong proficiency in Microsoft Excel and Word, as well as Community Pass or experience with similar recreation software is necessary. A flexible schedule is required to accommodate weekend and evening hours. Salary is dependent upon experience and other qualifications. Proficiency in the Korean language is a plus. High School Diploma or equivalent required; college coursework and/or degree preferred.

Please send resume, cover letter and salary history to: Andrea Wardrop, Borough Administrator, by close of business March 11, 2022 via email: [awardrop@leonianj.gov](mailto:awardrop@leonianj.gov). The *Borough of Leonia* Vaccination Policy requires that any individual seeking employment within the Borough of Leonia must show proof of full vaccination.

*The Borough of Leonia is an equal opportunity employer.*