

**EMPLOYEE NOTICE
JOB POSTING & JOB DESCRIPTION**

Job Title: Chief Financial Officer
Date Posted: September 27, 2022
Salary: \$102,680 - \$163,163
Report to: Township Manager

Job Summary: Assumes overall responsibility for all financial operations of the Township based on the statutory and fiduciary duties of the Certified Municipal Finance Officer license issued by the State of NJ

Essential Job Functions:

1. Oversee all financial operations of the Township including tax collection, purchasing, risk management, water and sewer revenues, data processing accounting and payroll.
2. Prepares all state required financial documents in the state prescribed formats
3. Prepares Department budget – involves compiling and presenting various reports and financial data.
4. Prepare annual budget for council review- perform all calculations relative to revenues, appropriations, tax rates, spending and levy caps.
5. Review utility rates annually to assure that the utility maintains self-liquidating
6. Review utility connection fees annually and recommend changes as required by township ordinance.
7. Identifies and plans for long term budget needs for the entire township.
8. Prepares and implements Bond and note issues in the Township.
9. Plans, directs and supervises day to day activities of staff through subordinate Supervisors.
10. Researches investment opportunities for idle Township funds through the direction of the cash management plan
11. Prepare financial analysis relative to labor negotiations

Important Job Functions:

1. Attends meetings and training as required.
2. Performs other duties as required to ensure efficient operation of the department.

Material and Equipment used:

- Computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Finance, Accounting or related field and at least seven (7) years' experience including three (3) years in a supervisory role in a municipal accounting office. CPA may substitute for experience.

Licenses(s) and Certification(s):

- Certified Municipal Financial Officer (renewable per State Statutes).

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of regulations, laws and codes governing the investment of municipal funds.
- Knowledge of all applicable statutes
- Knowledge of comprehensive municipal financial control procedures.
- Knowledge of contemporary office practices and procedures and basic office software products.

Skills:

- Skill in municipal money management including investments.
- Skill in computer use and data entry.
- Skill in public relations
- Skill in organization, time management.

Ability:

- Ability to effectively supervise and evaluate subordinate personnel.
- Ability to track municipal financial activity with a great degree of accuracy.
- Ability to communicate effectively verbally and in writing.
- Ability to comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Ability to establish and maintain effective working relationship with individuals, coworkers, other agencies and the public.
- Ability to work with confidential information.

All candidates must be fully vaccinated with the Covid-19 vaccine.

South Brunswick is an Equal Opportunity Employer.