

**BOROUGH OF ENGLISHTOWN
LOCAL GOVERNMENT PERSONNEL
POLICIES AND PROCEDURES MANUAL**

JOB POSTING FORM

EMPLOYMENT OPPORTUNITY:
CHIEF MUNICIPAL FINANCE OFFICER

TITLE OF POSITION: CHIEF MUNICIPAL FINANCE OFFICER (P/T)	DEPARTMENT: FINANCE
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CLASSIFICATION:	EXEMPT: <u> X </u>	NON-EXEMPT:
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HIRING SUPERVISOR:	GOVERNING BODY
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REPORT TO:	GOVERNING BODY
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POSITION DESCRIPTION:
Borough of Englishtown seeks a part time Certified Chief Financial Officer. The CFO reports directly to the Governing Body and is responsible for all statutory duties along with managing the financial operations which includes reviewing expenditures for compliance with budget policies, verifying accuracy of processed fiscal actions, estimating revenues and expenditures, monitoring internal financial controls, developing budgeting systems, evaluating the organization's financial condition, and issuing bonds and notes; does other related duties as required.
Candidates must hold a CMFO license. QPA license desired. Bachelor's degree required. Minimum of 5 years experience. Must have excellent computer skills and be proficient in Microsoft Excel and Edmunds Financial Software. Excellent communications skills and management/supervisory experience required.
No later than June 17, 2020 please submit resume to: Peter Gorbatuk, Municipal Clerk
Email: clerk@englishtownnj.com
Borough of Englishtown is an Equal Opportunity Employer.

EMPLOYMENT STATUS:
REGULAR FULL-TIME REGULAR PART-TIME X TEMPORARY

SALARY RANGE:
\$15,000-\$45,000 contingent upon experience.

POTENTIAL CAREER OPPORTUNITIES IN THE POSITION:
n/a

ADDITIONAL COMMENTS:

FOR ADDITIONAL INFORMATION, APPLICANTS SHOULD CONTACT:
ADMINISTRATION OFFICE (732) 446-9235
APPLICATIONS CAN BE PICKED UP AT 15 MAIN STREET, ENGLISHTOWN
