

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

**JOB POSTING FORM**

**EMPLOYMENT OPPORTUNITY:**  
**DEPUTY CHIEF FINANCE OFFICER**

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<b>TITLE OF POSITION:</b> <b>DEPUTY CHIEF FINANCE OFFICER (P/T)</b>	<b>DEPARTMENT:</b> <b>FINANCE</b>
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<b>CLASSIFICATION:</b>	<b>EXEMPT:</b> <input checked="" type="checkbox"/>	<b>NON-EXEMPT:</b>
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<b>HIRING SUPERVISOR:</b>	<b>GOVERNING BODY</b>
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<b>REPORT TO:</b>	<b>CHIEF MUNICIPAL FINANCE OFFICER</b>
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**POSITION DESCRIPTION:**

Borough of Englishtown seeks a part time Deputy Chief Financial Officer. Under the direction of the CFO, the Deputy CFO manages the financial operation of the Borough through 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 should hold a CMFO license or willing to obtain within 3 years. Bachelor's degree required. Minimum of 4 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](mailto:clerk@englishtownnj.com)

Borough of Englishtown is an Equal Opportunity Employer.

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**EMPLOYMENT STATUS:**

REGULAR FULL-TIME \_\_\_\_\_ REGULAR PART-TIME  TEMPORARY \_\_\_\_\_

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**SALARY RANGE:**

\$500-\$7,500 contingent upon experience.

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**POTENTIAL CAREER OPPORTUNITIES IN THE POSITION:**

CFO

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**ADDITIONAL COMMENTS:**

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**FOR ADDITIONAL INFORMATION, APPLICANTS SHOULD CONTACT:**

**ADMINISTRATION OFFICE (732) 446-9235**

**APPLICATIONS CAN BE PICKED UP AT 15 MAIN STREET, ENGLISHTOWN**

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