



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	CHIEF FINANCIAL OFFICER/DIRECTOR OF FINANCE
POSTING DATE:	01/13/2021
CLOSING DATE:	01/15/2021 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Township Administrator
UNION:	Non-Union
SALARY GRADE:	T
SALARY RANGE:	Minimum \$84,864.00 / Maximum \$142,943.83

Under direction, the Chief Financial Officer/Director of Finance plans, directs, and administers all work pertaining to the management of the financial resources and manages the fiscal and financial operation, and other related work as required.

Examples of Duties and Responsibilities:

- Direct the entire financial management program which encompasses coordinating and synthesizing all functional activities associated with budget preparation, accounting, financial analysis, managerial financial reporting, cost benefit analysis, and auditing.
- Develop, coordinate, and implement financial policies, procedures, and plans as well as develop, coordinate, and maintain a comprehensive system for the analysis, evaluation, and synthesis of financial data to provide management.
- Advise and assist the Mayor and Council on the development of fiscal plans and forecasts.
- Provide financial assistance to all boards, commissions, and Township departments.
- Conduct continuous studies and collect data to serve as a basis for future financial recommendations.
- Review expenditures for compliance with budget policies and follow-up on all questioned vouchers and requisitions.
- Authorize the disbursement of funds.
- Estimate revenues and expenditures.
- Monitor internal financial controls.
- Prepare and sign all federal and State returns, statements, and reports requiring the signature of the CFO.
- Consultation and coordination with bond counsel and other appropriate authorities concerning the issuance of bonds, indebtedness, and negotiable obligations pursuant to the New Jersey Local Bond Law.
- Manage and oversee the following functions: Treasury, Tax Assessment, Tax Collection, Utility Collection, Purchasing, and Payroll, and is responsible for the day-to-day functions along with long range projections, assessments, and planning.
- Assign and supervise the work of staff.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree, preferably in accounting or finance.
 - Four (4) years of experience in municipal finance, one (1) year of which shall have been in a supervisory capacity.
 - Certified Municipal Financial Officer certification issued by the Division of Local Government Services of the New Jersey Department of Community Affairs.
 - Familiar with requirements of Title 40A of the New Jersey Statutes Annotated and the Faulkner Act.
 - Knowledge of the laws and administrative policies governing municipal finance including, but not limited to the requirements of the New Jersey Local Bond Law, Local Budget Law, Local Fiscal Affairs Law, Local Public Contracts Law, and the Faulkner Act.
 - Thorough knowledge and understanding of computer operations and data processing. Must be familiar with financial software packages, spreadsheet design and development, databases, and word processing.
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SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
- **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and fully completed and signed employment application to personnel@bridgewaternj.gov, **no later than 5:00 pm on 01/15/2021. Please put "CFO/Director of Finance" in the subject line of the email.**

AN EQUAL OPPORTUNITY EMPLOYER