



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

908/725-6300 / FAX 908/725-3365

## JOB POSTING

**POSITION TITLE:** DEPUTY CHIEF FINANCIAL OFFICER/ TREASURER  
**POSTING DATE:** 6/6/2023  
**CLOSING DATE:** 6/20/2023 @ 5:00 pm (Eastern)  
**JOB TYPE:** Full-Time  
**REPORTS TO:** CFO  
**UNION:** Non-Union  
**SALARY GRADE/ RANGE:** Grade Q; Minimum \$73,914.87/ Maximum \$122,613.33

---

This position reports to the Chief Financial Officer (CFO) and is responsible for assisting the CFO in the preparation and administration of the annual operating budget, capital budgets, and long-range fiscal planning as set forth under P.L. 1947, c. 151 (N.J.S.A. 52:27BB-26 et seq.), and such other duties as are prescribed by law and Township ordinance.

### Duties and Responsibilities:

- Manage the financial operation of the Township by reviewing expenditures for compliance with budget policies.
- Verify accuracy of processed fiscal actions.
- Review expenditures for compliance with budget policies and follow-up on all questioned vouchers and requisitions.
- Estimate revenues and expenditures.
- Monitor internal financial controls.
- Evaluate the Township's financial condition.
- Assist in preparation of issuance of bonds and notes.
- Oversee escrow accounts; escrow account deficiencies; consultant invoices; and cash component of performance guarantees.
- Review and approve all salary increase calculations.
- Supervise staff, assign work, prepare annual employee performance evaluations, and conduct performance evaluation meetings.
- Assist CFO in preparation of annual budget.
- Assist CFO in keeping and maintaining books and records of all financial transactions of the township in accordance with the standards and requirements of the State of New Jersey, Division of Local Government Services.
- Custody of all funds and investments belonging to or under the control of the Township or any department, office or agency of the Township government.
- Deposit all funds received daily in such depositories as designed by the Cash Management Plan.
- Make all necessary disbursements from the Township treasury by warrant-check, signed by CFO and countersigned by the Mayor or Township Administrator.
- Reconcile various fund's Bank Statements.
- Coordinate with Paymaster to ensure payroll expenditures are posted.
- Provide required information and/or documents to outside auditors, where needed.
- Assist CFO in the preparation of reports to the Mayor and Council on all receipts, expenditures, commitments and unencumbered appropriations balances.
- Assist in preparation of Annual Financial Statement.
- Serve as backup for processing payroll or delegate to a staff member.
- Other duties as assigned

## MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree, preferably in accounting or finance.
- Three (3) years of experience in municipal finance preferred
- Working towards or currently holds 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.

---

## 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

To apply, submit a resume and completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), **no later than 5:00 pm on Tuesday, June 20, 2023. Please put "Deputy CFO" in the subject line of the email.**

The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable\\_Bridgewater-Township-Employee-Application\\_2023.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf)

**AN EQUAL OPPORTUNITY EMPLOYER**