

POSITION DESCRIPTION

Class Title: Chief Financial Officer/CFO
Department: Finance
Location: City Hall

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City as a confidential employee.

SUPERVISION RECEIVED:

Works under the general direction of the Mayor and Council.

SUPERVISION EXERCISED

Exercises supervision over finance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES STATUTORY

REFERENCE: NJS 40A:140.1 et seq.

Supervises the position of Bookkeeper.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration; or a closely related field, and five (5) years of progressively responsible municipal finance work with the ability of obtaining the New Jersey Municipal Finance Officer Certification; or possessing a New Jersey Municipal Finance Officer Certification.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; considerable knowledge of office automation and computerized financial applications; considerable knowledge of public finance and fiscal planning; considerable knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems as prescribed by the laws of the State of New Jersey.

(B) Skill in operating the listed equipment;

(C) Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to effectively supervise staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months. Must be bondable.

EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; computer system; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes -

Serves as chief financial advisor to the Mayor and Council.

Maintains complete and accurate Financial Records.

Know and comply with State financial regulations.

Develops financial studies and plans. Forecasts, estimates, and monitors the financial condition of the City to assure the fiscal well being of the City.

Provides timely reports to the Governing Body.

Provides accurate data for Budget Preparation and submission.

Oversees computerized financial management information.

Assists in budget preparation and execution.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of State and Federal reports.

Knowledgeable in preparation of the Annual Financial Statement.

Oversees payroll and accounts payable processing.

Maximize the return on investment of City funds.

PERIPHERAL DUTIES

Develops finance related ordinances and resolutions.

Represents the city at various conferences and meetings.

Perform general management duties for the Mayor and Council as assigned.

Oversees Dog/Cat licensing.

Oversees Janitorial employees.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: