



SANDYSTON TOWNSHIP

133 Route 645 - Sandyston, NJ 07826
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CHIEF FINANCIAL OFFICER PART TIME - SANDYSTON TOWNSHIP (Sussex County).

The Township of Sandyston located in Sussex County, is seeking a Part Time Chief Municipal Finance Officer with strong organizational and analytical skills to provide financial leadership within the Township. Applicants will be responsible for all municipal finance functions including, but not limited to, all statutory requirements as per N.J.S.A. 40A:9-140.1 et. seq and relevant federal regulations, preparation/oversight of the municipal budget, assist with and be available for annual Audit, Annual Financial Statement, Annual Debt Statement and Supplemental Debt Statement, payroll, pension reports, enrolling and retiring employees in pension system, enrolling/maintaining necessary employees in insurance, bank reconciliations, payroll, filing all state and federal reports necessary, finance-related ordinances and resolutions, accounts payable/receivable (working with Treasurer), grant and escrow/trust accounts, familiarity with American Rescue Funds and procedures on compliance, familiarity with Municipal Alliances, project management/implementation. Candidates must have direct experience in municipal budgeting and fiscal issues, capital budgets, investments and payroll supervisory experience and a familiarity with Municipal Software financial software and Microsoft Office products. State of New Jersey Municipal Financial Officer (CMFO) required within a minimum of 3 years work experience as a CMFO for a municipality of similar size and budget in the State of New Jersey. Willing to consider Shared Service with another municipality. Qualified candidates should submit an employment application, cover letter and resume to: Township of Sandyston, 133 Route 645, Sandyston, NJ 07826 or via fax 973-948-0783. Applications are available on Township's website www.sandystontownship.com. Applications should be received by October 15, 2021, 2021. Equal Opportunity Employer.