



Full-Time Assistant CFO

Summary/Objective:

This position is located in the Finance Department and will assist the Chief Financial Officer in managing and controlling the financial resources of Robbinsville Township, including the receipt and disbursement of monies, reviewing expenditures for compliance with budget policies, verifying accuracy of processed fiscal actions, estimating revenues and expenditures, monitoring internal financial controls, developing budgeting systems and perform other related duties as required.

Essential Duties:

- Assist the CFO in entire annual budget process, including but not limited to, the following:
 - Meetings with departments, CFO, Administrator
 - Assist in development of budget revenue and expenditure projections
 - Prepare budget schedules: work book and state document
 - Assist with preparation and entry of temporary budget and emergency temporary appropriations
 - Assist with recording budget revenues and appropriations on Edmunds after budget adoption
- Assist professionals by providing necessary information and documentation to prepare Annual Financial Statement and Annual Audit
- Monitor expenditures and appropriations
- Tax collection entries and monthly proof
- Monitor internal financial controls
- Record monthly Grant entries into Edmunds System
- Monitor and wire principal and interest debt payments on an ongoing basis
- Maintain/monitor security levels for all employees using the Edmunds System
- Record financial transactions (i.e. debits and credits, advances, deductions, or balances) to ledgers and worksheets
- Apply accounting principles and implement improvements to processes as needed

Position Type/Expected Hours of Work:

This is a full time position. Hours are Monday through Friday, 8:30 a.m. to 4:30 p.m. Evening and weekend work may be required as duties demand.

Required Education and Experience:

Bachelor's Degree in Finance or related field and/or 5 years' experience in related field.

Please send cover letter & CV/resume by July 11, 2018 to: hr@robbinsville.net

NO CALLS PLEASE

Robbinsville Township is an Equal Opportunity Employer