

# TOWNSHIP OF EVESHAM

## JOB OPPORTUNITY

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**TITLE:** FINANCE DIRECTOR / CHIEF FINANCIAL OFFICER  
**DEPARTMENT:** Finance Department

**SCHEDULE:** Monday – Friday 8:30AM – 4:30PM  
Flexibility with schedule as necessary  
Must be available for evening Council Meetings

### POSITION SUMMARY:

This position is responsible for managing a fiscal/financial operation in local government through reviewing expenditures for compliance with budget policies, verifying accuracy of processed fiscal actions, estimating revenues and expenditures, monitoring internal financial controls, developing budgeting systems evaluating the organization's financial condition, and issuing bonds and notes. Performs other financial duties and responsibilities as required.

### POSITION QUALIFICATIONS:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration. Must possess NJ Certified Municipal Finance Officer license. Minimum five years' experience in municipal finance or fiscal management, two years of which shall have been in a supervisory capacity. Must be able to qualify for surety bond. Valid driver's license.

### SPECIALIZED SKILLS/KNOWLEDGE:

- Thorough knowledge of modern governmental accounting theory, principles, and practices; sound management practices; public finance and fiscal planning; internal control procedures; NJ Local Budget Law; NJ Local Bond Law; NJ Local Public Contracts Law.
- Considerable knowledge of treasury management including recommended practices for investment of idle funds.
- Considerable knowledge of the principles and practices involved in municipal risk management and insurance
- Working knowledge of budgetary, accounting and reporting systems.
- Ability to prepare and analyze complex financial reports; maintain efficient and effective financial systems and procedures
- Ability to supervise staff
- Ability to establish and maintain effective working relationships with employees and township officials
- Ability to effectively communicate both orally and in writing

Interested and qualified candidates should submit letter of interest, resume, and salary requirements to the Human Resources Office, 984 Tuckerton Road, Marlton, New Jersey 08053 or [www.hr@evesham-nj.gov](mailto:www.hr@evesham-nj.gov) by Monday, March 22, 2021.

March 2021