

HELP WANTED

TOWNSHIP OF DENNIS
CAPE MAY COUNTY

CHIEF FINANCIAL OFFICER
(Full-Time Position)

The Township of Dennis is currently accepting applications for the position of Chief Financial Officer - applicant should have a minimum of three (3) years experience in the Finance Office and possess a Chief Financial Officer's certification. Interested applicants may obtain an application and job description at the office of Administration & Finance, in the Municipal Building located at 571 Petersburg Road in Dennisville, during the summer business hours of 8:30 am to 6:00 pm. Monday thru Thursday. Applications will be accepted until July 18, 2018. No applications will be mailed or faxed. The Township of Dennis is an E.O.E.

Posted: July 04, 2018

Dennis Township Application for Employment

INSTRUCTIONS: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. **Please Print.**

Name _____

Social Security # _____ Phone () _____

Address _____

City/State/Zip _____

Position applied for _____

Would you accept full-time work?

Yes No

Would you accept part-time work?

Yes No

Have you ever been employed here before? No Yes If yes, please give approximate dates of employment with the Township _____

Education Background

(Circle highest level completed)

Grammar school	5	6	7	8	Vocational training? _____
High school	9	10	11	12	Graduate degree? _____
College	1	2	3	4	Training in what field? _____

Name of last school attended _____

Personal References

(Other than family members or previous employers)

1. Name _____ Phone () _____

Address _____

2. Name _____ Phone () _____

Address _____

3. Name _____ Phone () _____

Address _____

Previous Employers and their Addresses

ALL INQUIRIES WILL BE KEPT IN STRICT CONFIDENCE

1. Company Name _____ Phone () _____
Address _____ Employed From _____ To _____
Position _____ Reason for Leaving _____ Last Wage _____
2. Company Name _____ Phone () _____
Address _____ Employed From _____ To _____
Position _____ Reason for Leaving _____ Last Wage _____

Do you have a legal right to be employed in the U.S.? Y N (If yes, proof is required)

Are you of legal age to work? Y N

Additional Information

To The Applicant: Read this section carefully before answering any of the questions in this area. Answer the following questions only if the box on the left of a question is checked. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal laws also prohibit other types of discrimination, such as citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

- You have been given a written job description, which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation? Yes No
If you can perform the job functions with an accommodation, please describe how you would perform the functions and with what accommodations. _____

- Sex: M F Height: ft. _____ in. _____ Weight: _____ lbs.
 Are you a Veteran? Y N Are you eligible to be bonded? Y N

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to provide the legality of my residency or citizenship. I am also aware the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and the Township for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the Township will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the Township unless made in writing and signed by me and an authorized representative of the Township.

Applicant's Signature _____ Date _____

You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.
Job Specification 07451

CHIEF FINANCIAL OFFICER

DEFINITION

Under direction, manages a fiscal or 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; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Posts numerical transactions (such as debits and credits, advances, deductions, or balances) to ledgers and worksheets.

Determines cash flow.

Reviews expenditures for compliance with budget policies.

Determines investment strategy for funds such as surplus fund or pension fund.

Determines expenditures and allocations.

Approves transfer of monies from accounts.

Applies accounting principles.

Allocates payments from taxpayers, employers, or other sources to appropriate accounts.

Verifies accuracy of processed fiscal transactions.

Corrects errors in computerized accounts.

Identifies cash position and fund requirements.

Estimates revenues and expenditures.

Authorizes purchase of equipment, supplies, or services.

Authorizes payment of expense and travel vouchers, purchase orders, and other transactions.

Monitors payroll for accuracy of deductions, contributions, or salary rates.

Answers questions about application of regulations or policies.

Consults with vendors or contractors.

Evaluates overall operation of the program or service.

Instructs staff on policies and procedures.

Selects brokers, dealers, or vendors.

Develops budgeting systems.

Applies established security procedures and guidelines.

Collects payments or fees.

Examines documents for adherence to applicable laws and regulations.

Identifies funding sources.

Monitors internal financial controls.

Analyzes (troubleshoots) financial transaction processing systems.

Reconciles accounts.

Monitors the acquisition, disbursement, and use of grant or contract monies.

Reviews out-of-balance accounts.

Adjusts accounts for suspended or returned amounts.

Monitors contractual agreements.

Reviews local government bond and debt authorizations.

Obtains current price quotes for special purchases.

Monitors compliance to state guidelines for bid specifications.

Reads journals or other publications and meets with groups to keep abreast of developments in the field.

Develops fiscal projections.

Develops budget revenue and expenditure projections.

Negotiates contractual agreements for purchase of goods and services.

Evaluates financial planning activities of institutions.

Develops (prepares) annual, quarterly, and monthly reports of revenues and expenditures.

Corrects errors in financial statements.

Informs individuals of procedures necessary for completion of forms or applications.

Compiles formal financial statements such as balance sheets, profit and loss statements, or cash flows.

Devises improvement or change plans for the unit's operation.
Writes technical, statistical, or financial reports.

Develops and monitors internal audit systems.

Determines and evaluates financial condition or status.

Directs financial planning activities of institutions.

Writes resolution documents.

Updates fund analysis and investment programs.

Develops offering statements for bond and note issuance and conducts sales.

Reviews grant or contract proposals.

Reviews financial data collection and reporting systems.

Summarizes information from files, reports, documents, research, notes, or meetings.

Writes narrative letters, policy statements, or reports.

Writes notices, memoranda, or news releases about policy changes, major events, or other information.

Addresses policy-making committees; for example, legislative or local governing body.

Meets (as a member) with various policy-making boards, academic councils, disciplinary boards, committees, or task forces.

Researches current or proposed legislation.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree with at least 21 semester hour credits in accounting or finance.

EXPERIENCE:

Four (4) years of experience in municipal finance or fiscal management, one (1) year of which shall have been in a supervisory capacity.

CERTIFICATION AND LICENSE:

Applicants must possess a valid certification as Certified Municipal Finance Officer issued by the NJ Department of Community Affairs, Division of Local Government Services.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of procedures used for issuance and sale of stocks, bonds, or notes.

Knowledge of principles of investment banking.

Knowledge of principles of fund and cost accounting.

Knowledge of principles of financial management planning.

Knowledge of principles and practices of bookkeeping.

Knowledge of principles and methods of finance.

Knowledge of policies and procedures regarding transfer of appropriations.

Knowledge of methods for collecting delinquent payments.

Knowledge of elements of internal control systems.

Knowledge of securities being traded in the market place.

Knowledge of public funding sources.

Knowledge of program auditing procedures.

Knowledge of procedures involved in expenditure of public funds.

Knowledge of procedures for reconciling accounts.

Knowledge of procedures for conducting audit conferences.

Knowledge of organizational lines of communication (formal and informal).

Knowledge of municipal debt management.

Knowledge of microcomputer spreadsheet software.

Knowledge of methods and procedures for developing grant proposals.

Knowledge of methods and procedures for developing a temporary budget.

Knowledge of market price fluctuations which affect sale and purchase of stock, bonds, or securities.

Knowledge of Generally Accepted Auditing Standards and Procedures (GAAS).

Knowledge of Generally Accepted Accounting Principles and Procedures (GAAP).

Knowledge of general accounting.

Knowledge of financial program auditing procedures.

Knowledge of the Federal Internal Revenue Code.
Knowledge of established security procedures and guidelines.

Knowledge of EDP auditing terminology.

Knowledge of the Capital Asset Quality Management Earnings Liquidity (CAMEL) system for rating financial institutions.

Knowledge of bidding procedures.

Knowledge of audit techniques for computerized accounting systems.

Knowledge of administrative principles and practices.

Ability to write at the reading level of the targeted audience.

Ability to summarize information in written form.

Ability to schedule and organize work activities for others.

Ability to recommend emergency appropriations and line-item transfers.

Ability to recognize inconsistencies in financial data and determine source of discrepancies.

Ability to prepare and interpret financial statements such as cash flow, profit and loss, and balance sheets.

Ability to interpret and apply New Jersey Budget Law.

Ability to interpret and apply laws, rules, regulations, and policies applicable to fiscal and financial management and contract and grant administration.

Ability to interpret and apply Governmental Accounting Standards Board's pronouncements.

Ability to interpret and apply administrative codes and statutes governing an agency's financial administration.

Ability to follow flow charts.

Ability to evaluate and interpret formal financial statements.

Ability to develop financial projections or forecasts.

Ability to determine the appropriate auditing procedure for specific cases.

Ability to determine scope, focus, and priority of audit or examination.

Ability to comprehend, interpret, and evaluate relevant information from various types of source materials.

Ability to compare written, numerical, or printed material for accuracy.

Ability to communicate orally.

Ability to calculate revenue and expenditure projections.

Ability to apply laws, rules, or regulations to given situations.
Ability to apply cost factors.

Ability to analyze complex financial records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 07451 MCK 10/04/05

This job specification is for local government use only.
