

The Borough of Jamesburg is seeking a CFMO. The position will be available August 1, 2024. For more information on the position, including required documents, please visit www.jamesburgborough.org.

On the website:

The successful candidate shall be an active CMFO and will be responsible for all accounting and financial operations of the Borough oversight of the current and water & sewer operating and capital budgets, general ledgers, financial statements, debt management and cash management. Must have experience coordinating bond and note sales, filing secondary market disclosure requirements, and financial resolutions. Must possess strong knowledge of NJ Budget Law, NJ Bond Law and NJ Public Contracts Law and further ensure the Borough complies with all applicable federal and state laws.

The position is anticipated to be part-time. Depending on the final structure of the Finance Department, the position may be remote.

The Borough's current fund is approximately \$8 million, and the water & sewer fund is \$1.1 million. The Borough Administrator is currently the Temporary CFO who receives a stipend of \$5,000. This entails oversight of all financial operations, completion and filing of the ADS and any SDSs, reporting, budget preparation and oversight of purchasing. There is a QPA at \$2,500 annually. Payroll Administration is currently the responsibility of the Tax Collector who receives a stipend of \$10,000. A third party does the AFS, bank reconciliations, GL and Edmunds work at a rate of \$55 with an annual amount of approximately \$12,000. The Borough's insurance provider requires separation of duties for bank reconciliations.

Please submit a resume and cover letter detailing your requested salary and experiences to Council President Emens at temens@jamesburgborough.org