

**P/T CHIEF FINANCIAL OFFICER – BOROUGH OF ROOSEVELT**

The Borough of Roosevelt (Monmouth County) is seeking a part-time Chief Finance Officer with New Jersey CMFO certification and local government financial management experience in New Jersey. The Borough of Roosevelt is looking for a talented, energetic and successful candidate who will have the opportunity to make a significant positive impact on the Borough's financial health and long-term sustainability. Roosevelt Borough has a population of approximately 900 residents. The current budget includes the following: approximately \$1,400,000 Current Fund; \$1,000,000 Water/Sewer. This position will work closely with all departments. Candidates will prepare and oversee the yearly municipal budget with input from the Finance Committee, following State-mandated deadlines. Candidates should have experience managing the current, capital, utility trust funds; investments and payroll; grants and escrow accounts; and pension reports. Some key responsibilities include payroll along with filing quarterly reports, investment & disbursement of funds, bank reconciliations, and maintaining a fully functional General Ledger for all funds. Candidates should also have experience managing State, Federal, and I-Bank funding streams, and possess the knowledge of single audit requirements. Attendance and participation at council meetings will be on an as-needed basis. Attendance at budget meetings is required. The desired candidate must possess effective communication skills, both orally and in written form, and maintain positive working relationships with proven managerial experience. Experience with Edmunds required. Please submit your cover letter, resume, copy of the certification, and salary requirements to the Borough Treasurer, Ana Debevec via email only at [finance@rooseveltnj.us](mailto:finance@rooseveltnj.us). Salary is dependent on qualifications. Roosevelt Borough is an Equal Opportunity Employer.