

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: CHIEF FINANCIAL OFFICER
LOCATION: Verona Municipal Building
TITLE CODE: 07451 Chief Financial Officer

ISSUE DATE: 9/8/2021 **CLOSING DATE:** 9/30/2021*
OF POSITIONS: 1
SALARY: Commensurate with experience and qualifications
WORKWEEK: 35 hours per week -Full Time

DESCRIPTION: The CFO reports directly to the Township Manager and will oversee the Township's financial operations. Successful applicants should have a proven track record in maintaining records and ledgers, maintaining debt, overseeing grants, managing investments and disbursement of funds, payroll processing, reconciling bank accounts, working with Auditors and Bond Counsel and ability to supervise a small staff handling accounts payable and receivables. The position works closely with the Township Manager to prepare the annual budget and is responsible to present it to the Council. The CFO must be able to communicate effectively and maintain positive working relationships. The ideal candidate will have advanced computer literacy skills, be proficient in Excel and have a strong working knowledge of MCSJ Edmunds.

REQUIREMENTS:

- Candidate must be able to fulfill all obligations in compliance with *N.J.S.A. 40A:9-140.1 et seq.* and all relevant federal regulations. NJ State CMFO Certification is required, along with a minimum of 5 years municipal finance experience preferred.
- Appointee will be required to possess a driver's license valid in New Jersey.

APPLY:

Qualified candidates should submit the following to the Township Manager, Matthew Cavallo at JobOpportunities@VeronaNJ.org:

- Cover letter and Resume
- Detailed compensation requirements
- Contact information for at least 4 professional references

*All applications must be received no later than 4:00 p.m. on the Closing Date listed above. The Township reserves the right to interview qualified candidates before the closing date.