

**TOWNSHIP OF HAMILTON
JOB DESCRIPTION**

POSITION TITLE: **DEPUTY CHIEF FINANCIAL OFFICER**
DEPARTMENT: **FINANCE**
UNION: **NO**
FLSA STATUS: **EXEMPT** (*Administrative*)

SUPERVISION:

Reports to: Chief Financial Officer
Position Titles Supervised: Accounts Payable/Receivable, Payroll Clerk

POSITION QUALIFICATIONS:

Education Required: High school graduate/equivalent; graduation from a college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field preferred; must be a Certified Municipal Finance Officer as established by the State of New Jersey, Registered Municipal Auditor or Certified Public Account or be able to obtain certification within one (1) year of hire.

Experience Required: Two (2) years of related experience or any equivalent combination of education and progressively responsible experience with additional work experience substituting for the required education on a year for year basis.

SPECIALIZED KNOWLEDGE/SKILLS:

- Thorough knowledge of state and local financial laws and procedures;
- Thorough knowledge of computerized financial applications and software;
- Experience in municipal financial operations;
- Knowledge in standard accounting/bookkeeping procedures;
- Ability to organize assigned work and develop effective work methods;
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public.

POSITION SUMMARY:

Assists the CFO in directing and overseeing the fiscal accounting activities of the Township. Advises the CFO and Township Administrator on all fiscal matters. Responsible for keeping

financial records, addressing audit recommendations and maintaining and improving internal controls involving Township finances, purchasing and payroll.

PHYSICAL/ENVIRONMENT CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet.

EQUIPMENT:

Calculator, computer, copier, FAX machine, telephone, postage machine

ESSENTIAL DUTIES/RESPONSIBILITIES:

Oversees the preparation of Township payroll, maintaining all related records.

Maintains control of all bank balances in the various Township accounts, supervises the transfer of draft receipts to the Township.

Assists the CFO in preparing annual, quarterly and monthly reports on financial condition of the Township for use by Township officials and state agencies.

Advises the CFO with respect to fiscal and budgetary problems. Consults and guides department heads concerning budget problems and policies, ordinances and laws.

Works closely with Township auditors during auditing of Township accounts; prepares and submits an annual financial statement to the auditors.

Responsible for the automated finance software package (Edmunds) being up to date, complete, and accurate.

Address annual audit recommendations and discussion items to minimize reoccurrence.

Keep informed of all statute and local finance notice changes and ensure Township is in compliance.

Maintain Cash Management Plan.

Maintain Fixed Asset/Inventory System in compliance with all applicable laws.

Performs other related work when required or assigned by the CFO such as but not limited to bond sales, supplemental debt statement, equipment inventory, spread sheets, special projects, etc.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

CORE COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service – Responds promptly to resident inquiries in a courteous and professional manner. Displays a respectful attitude by way of a positive, affable disposition in serving residents, co-workers, and the general public.

Quality Work – Performs assigned tasks accurately, is thorough and neat, and displays a professional demeanor; exhibits practical/technical knowledge required on the job; is reliable regarding task completion and follow up; observes prescribed work break/meal periods; is punctual; and has an acceptable overall attendance record; works with little or no supervision.

Operational Effectiveness – Follows policies and procedures; supports Township’s mission and vision; looks for ways to improve and promote quality; maximizes resources; seeks and accepts new assignments and assumes additional duties when necessary; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; writes clearly and informatively, presents numerical data effectively.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to other’s views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives.

Safety – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: Edward Sasdelli, Administrator
Revised: September, 2010
Effective Date: _____