

**TOWNSHIP OF HAMILTON  
JOB DESCRIPTION**

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

**SUPERVISION:**

Reports to: Township Administrator  
Position Titles Supervised: Deputy CFO, Accounts Payable/Receivable, Finance Clerk

**POSITION QUALIFICATIONS:**

Education Required: Graduation from a college or university with a bachelor's degree in accounting, finance, business or public administration, or a closely related field; must be a Certified Municipal Finance Officer as established by the State of New Jersey.

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:**

- Considerable knowledge of modern governmental accounting theory, principles, and practices;
- Considerable knowledge of internal control procedures and management information systems;
- Considerable knowledge of computerized financial applications;
- Considerable knowledge of public finance and fiscal planning; payroll and accounts payable functions; budgetary accounting and reporting systems;
- Ability to prepare and analyze complex financial reports;
- Ability to maintain efficient and effective financial systems and 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:**

Provides a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Township.

**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:**

Manages and supervises financial operations to achieve goals within available resources; plans and organizes workloads and staff assignments. Motives and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to department heads; makes presentations to department heads, Township Administrator, boards, commissions and Township Committee.

Communicates official plans, policies and procedures to staff.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintain harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Serves as Chief Financial Advisor to the Township Administrator and Township Committee.

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.

Maintains financial records and prepares financial reports.

Assists in budget preparation and execution.

Oversees the posting and reconciliation of ledgers and accounts.

Directs the preparation of state and federal reports, including tax reports.

Oversees payroll, accounts payable, and purchasing processing.

Oversees the investment of Township funds.

Develops finance related ordinances and resolutions.

Represents the Township at seminars and conferences.

**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:** Michael Jacobs, Administrator  
**Revised:** April, 2015