

Mullica Township Employment Opportunity

Township of Mullica – Atlantic County, NJ

Chief Financial Officer (Part-Time)

Hours: 28 per week

Status: Confidential, Non-Union

Supervisor: Director of Revenue and Finance

Salary Range: Commensurate with qualifications and experience

Overview:

Mullica Township seeks a highly qualified and motivated part-time **Chief Financial Officer (CFO)** with exceptional financial, managerial, and organizational skills. The CFO is responsible for all statutory financial duties and for ensuring the Township's fiscal stability and compliance with applicable laws and regulations.

Minimum Qualifications:

Valid NJ Certified Municipal Finance Officer's Certificate, ability to use Microsoft Office and computerized accounting systems, Edmunds System Preferred. Purchasing, budget preparation and grant acquisition experience. Ability to analyze financial data and compile reports for Governing Body. Familiarity with employment law and practices helpful.

Key Responsibilities:

- Preparation of the Annual Financial Statement, Annual Debt Statement
- Maintenance of all financial books and records
- Custodian of all public moneys
- Responsible for all general financial matters such as budget execution, bond issuance, investments and revenue analysis
- Preparation of all documents and reports required for the development of the municipal budget
- Preparation of official budget based on spending decisions made by the Governing Body
- Ensure the Township is in compliance with all financial rules and regulations promulgated by the Division of Local Government Services
- Responsible for all payroll and pension duties and reports
- Preparation and execution of Capital Plan with direction from the Governing Body
- Monthly, quarterly, and annual financial reporting to the Governing Body
- Management and supervision of departmental personnel
- Preparation of annual department budget request and supporting documentation
- Administration of department budget and purchasing
- Respond to inquiries involving Township financial information
- Provide assistance to Governing Body and Labor Counsel in Collective Bargaining
- Human Resource activities as directed by the Municipal Clerk
- Oversight and maintenance of Information Technology Systems
- Investigate all accidents involving departmental personnel, using the Accident Investigation Report Forms for each accident or loss to determine the conditions(s) responsible to evaluate, take and/or recommend the necessary corrective action to eliminate the unsafe condition or keep the unsafe act from

recurring.

- Cooperate with the Safety Coordinator in investigating all accidents as stated in the item above.
- Make periodic hazard assessments of all areas under supervision to determine any conditions that could result in an accident or loss, then take or suggest corrective action.
- Make periodic inspections with the Safety Coordinator to determine unsafe conditions and suggest corrective action.
- Responsible for the proper financial administration of the Township in accordance with appropriate State Statutes and Regulations.
- Must possess Valid NJ Qualified Purchasing Agent (QPA) or Purchasing Agent Certificate (RPPO, RPPS).
- Prepare & review bid specifications in conjunction with appropriate Township Officials, evaluate bids, solicit or authorize the solicitation of quotations, make recommendations for awarding contracts, analyze procurement needs, administer municipal purchasing procedures and policies, ensure municipal compliance with the Local Public Contracts Law
- Acts as Safety Coordinator, implementing safety programs, training and loss control efforts, overseeing accident investigation and accident prevention efforts, compiling reports for ACMJIF Safety Director, reviewing certificates of insurance and hold harmless agreements for compliance with JIF/Mel recommendations.
- Acts as Fund Commissioner for Atlantic County Municipal Joint Insurance Fund, representing the Township's interest in the Fund. Responsible for the operation of the Fund in accordance with the Atlantic County Municipal Joint Insurance Fund By-laws and all applicable state statutes and regulations. Adopt all policies and procedures which affect the fund.
- Acts as Township Grants Coordinator, responsible, after receiving approval from the Governing Body, for researching grants, no-interest and low-interest loans. File appropriate paperwork and take other necessary actions to apply for any such grants or loans on behalf of the Township. Maintain all appropriate books and records for grants and loans received, and ensure compliance with terms of the grant contract and single audit act standard

How to Apply:

Interested candidates should submit your resume and letter of interest to mnewton@mullicatownship.org. **Deadline for submission is March 4, 2026.** Defined Contribution Retirement Plan, no health benefits. The Township of Mullica is an Equal Opportunity Employer.

Monica Newton,
Acting Municipal Clerk
Mullica Township