

Township of Cedar Grove  
Essex County, New Jersey

**CMFO/CTC (FULL TIME):** The Township of Cedar Grove is seeking to employ an experienced financial professional. The successful candidate must be responsible for budget preparation, including preparing the User-Friendly Budget Introduction/Adoption Worksheet, Levy and Appropriation Cap Calculations, tax rate determination, presentation to the Township Manager, posting to the Financial System, preliminary, final, and added/omitted tax general ledger entries, and monthly bank reconciliation reports, as well as posting tax revenues in daily summary form at the month's end. Must complete all bank reconciliations, year-end closing entries, subsidiary ledger reconciliations, grant accounting management, and special projects as needed. The successful candidate must be familiar with FAST system and responsible for entering the budget introduction and adoption worksheets, supplemental debt statements, and best practice inventory. The successful candidate must be responsible for debt service analysis, issuance of notes, preparation of bond ordinance with bond counsel, and periodic review of previously adopted ordinances, posting of payroll entries, revenue, tax, and escrow deposits. Preferred applicants will possess CMFO and CTC certificates with at least five (5) years' experience as a CFO/Tax Collector in municipal finance operations. Cedar Grove's population is approximately 12,800 with a ~\$23 million budget and approximately 4,900 tax lines. The Township will consider candidates with CTC and enrolled in classes for CMFO. Microsoft Office software and tax software experience is mandatory. Candidates possessing QPA certification will be preferred. This opportunity is advertised as one position but the Township reserves the right to separate positions for the most qualified candidates. The Township of Cedar Grove is an equal opportunity employer. Salary is based on experience and certificates. Interested candidates possessing the aforementioned qualifications should submit a cover letter, resume, job history, and references via email to Joseph M. Zichelli, Esq., Township Manager, at [zichelli@cedargrovenj.org](mailto:zichelli@cedargrovenj.org).