

JOB DESCRIPTION

TITLE: **DEPUTY CFO/TREASURER**

DEPARTMENT: FINANCE

CLASSIFICATION:

STATUS: FULL TIME (X) PART TIME ()

UPDATED: JANUARY 1, 2020

DESCRIPTION OF DUTIES

This position reports to the Township's Chief Financial Officer

The Deputy CFO/Treasurer is a highly responsible position that requires sound judgment, professionalism, accuracy, thoroughness, and the ability to maintain confidentiality. Duties include: assisting the C.F.O. with financial transactions, maintaining accounts receivables and payables, reviewing payroll in the absence of the CFO, recording and entering data, and performing similar tasks. The position requires assisting in monthly bank reconciliations, cash reconciliation procedures, payroll processing, accounts payable and receivable. It also includes completion of special projects assigned to the deputy by the CFO, including, but not limited to answering and providing finance related OPRA requests, and assisting with the requests associated with the annual independent Township audit.

SKILLS, KNOWLEDGE AND ABILITIES

- Proficient in Microsoft Excel and Word programs, and the Edmunds governmental software system, developing and maintaining Excel spreadsheets, and knowledge of both Current Fund, Trust Fund and Utility fund accounting.
- Ability to accurately perform daily reconciliation of daily work.
- Ability to receive, thoroughly review and process bills in a timely manner, and communicate and resolve any issues with vendors. Ability to set up new vendors, obtaining required documentation and proper classification, and complete year end issuance of 1099's
- Ability to receive, review and post receipts (revenues) in a timely and accurate manner.
- Knowledge of preparing and processing payroll (in the absence of the payroll coordinator)
- Excellent verbal and writing skills, ability to communicate effectively and professionally with supervisors, employees, vendors, and the public

- Ability to develop and maintain positive working relationships with the public and co-workers
- Ability to exercise initiative and good judgment, and be a contributing member toward the overall success of the department and the organization
- Ability to cope with difficult situations courteously, tactfully, and with respect
- Commitment to maintain confidentiality, act with integrity, and be a highly productive employee.

EDUCATION REQUIREMENTS

- Graduation from a standard high school or vocational school, or equivalent combination of training, experience and education.
- At least five years' experience in governmental accounting is required, and a CMFO license is preferred.

SUPERVISION

Department Head

Township Administrator

Township Committee

PHYSICAL DEMANDS

- Ability to meet approved minimal physical and medical standards.