CHIEF FINANCIAL OFFICER
FULL TIME - BOROUGH OF HIGHTSTOWN.

The Borough of Hightstown (Mercer) is seeking a full-time Chief Finance Officer with New Jersey CMFO certification or pending certification and local government financial management experience in New Jersey. Hightstown Borough has a population of approximately 6,000 residents. The current budget includes the following: approximately $9.6 Million Current Fund; $4 Million W/S Utility. This position reports directly to the Borough Administrator and will work closely with all departments while overseeing the Treasury, Tax Collection, Utility Collection, and Tax Assessment. Candidates should be able to independently prepare and oversee the yearly municipal budget with input from the Borough Administrator, following the State-mandated deadlines. Candidates should have experience managing the current, capital, utility trust funds; investments and payroll; grants and escrow accounts; and pension reports. Some key responsibilities: investment & disbursement of funds, bank reconciliations, and maintaining a fully functional General Ledger for all funds. Candidates should be able to independently prepare and file the Annual Debt Statement, Annual Financial Statement, and Supplemental Debt Statements as needed, including the preparation of Audit Exhibits and work with the auditors during the annual audit. Candidates should also have experience managing State, Federal, and I-Bank funding streams, and knowledge of single audit requirements. Attendance and participation at budget meetings are required. Attendance at council meetings will be on an as needed basis. The desired candidate must possess effective communication skills, both orally and in written form, and maintain positive working relationships with proven managerial experience. Experience with Edmunds required. In this position, the successful candidate will have the opportunity to make a significant positive impact on the Borough's financial health and long-term sustainability. Annual salary is $125,000.00, commensurate with qualifications and experience. Please submit your cover letter, resume, copy of the certification and three (3) professional references, to the Borough Administrator, John Francis Roman, at administrator@hightstownborough.com.