



TOWNSHIP OF LEBANON

Job Posting

TITLE:	Part Time CFO
SALARY:	Negotiable
DEPARTMENT:	Finance
DATE POSTED:	November 8, 2024
DEADLINE:	December 7, 2024

The Township of Lebanon is looking for an individual to fill a part-time position of CFO to head the Finance Office.

Job Description: This position heads the Finance Office in ensuring completion related to all financial activity within the Finance Office including General Ledger Maintenance, Annual Budget Preparation, Payroll, Accounts Payable, Cash Management and Financial Statement Preparation. Ensure compliance with applicable laws, rules and regulations. Document accounting procedures and analyze, evaluate and recommend internal control enhancements. Assist with new software and process implementation. Supervise Accounts Payable/Payroll/Benefits Clerk.

Requirements: Graduation from an accredited college or university with a Bachelor's degree in Accounting or Finance. Proficiency in Microsoft Office applications. Effective communication skills, both written and verbal, to interact with the Township Committee, other levels of management, and employees. Additional consideration will be given for any of the following: Certified Public Accountant; Certified Municipal Finance Officer; knowledge of Edmunds Financial System; 4 or more years of experience in local government finance. Candidates that do not currently possess the Certified Municipal Finance Officer designation must have the ability and desire to enroll in the required courses to pursue certification. Township is open to an in-office/ remote hybrid working arrangement with regular hours that ensure accessibility.

Please submit a letter of interest, resume and complete employment application to the Township of Lebanon, Clerk's Office at 530 W. Hill Rd, Glen Gardner, NJ 08826 by the closing date.

Equal Employment Opportunity Employer