



BOROUGH OF ROSELLE
210 Chestnut Street
Roselle, NJ 07203
(P) 908-241-2014
(F) 908-245-9508

Shanel Y. Robinson
Acting Borough Administrator

JOB OPPORTUNITY

Closing Date for Applications: None
(This posting will remain open until filled)

FINANCE

CHIEF FINANCIAL OFFICER (CFO) - 07451

Full-Time (32.5 Hours/Week) • Salary based on experience/certifications

The Borough of Roselle is seeking a full time Chief Financial Officer (CFO) with strong analytical skills to oversee the Borough's over \$47 million budget. The incumbent will oversee the financial operations of the Borough and must have direct experience in municipal budgeting, fiscal matters and capital budgets. Will be responsible for budget preparation and posting to the Edmunds financial system.

Duties include all bank reconciliations, grant accounts, Best Practices Inventory, debt service analysis, finance-related ordinances and resolutions, Accounts Payable/Receivable and escrow accounts. Manages automated time system, Payroll function and pension. Applicants for the position must possess a New Jersey CMFO certification with three to five years of experience as CFO. Microsoft Office software and Edmunds accounting is a must. The Borough reserves the right to interview candidates as applicants are received. The Borough reserves the right to appoint a qualified candidate before this advertisement expires.

To Apply:

Letter, resume, salary requirements and three (3) job-related references to the Human Resources Department at hr@boroughofroselle.com

The Borough of Roselle is an Equal Employment Opportunity employer.

06/01/2023