



City of Burlington

525 High Street, Burlington, New Jersey 08016-4503
telephone: (609) 386-0200 fax: (609) 386-0214
www.burlingtonNJ.us

NOTICE OF JOB VACANCY

Title: Chief Financial Officer (Unclassified) **Position:** Full-time FLSA Exempt
Location: City of Burlington, New Jersey **Closing Date:** February 3, 2023
Salary Range: \$104,931 – \$129,867 (*Salary is commensurate with qualifications and experience*)

The City of Burlington is seeking an experienced financial professional to serve as the City's Chief Financial Officer. Population approximately 9,743 with a \$21 Million Municipal Budget, \$2.6 Million Water Utility Budget, \$4.1 Million Sewer Utility Budget, AA- credit rating, managing \$18.4 Million in issued debt, and excellent audit results. Under direction of the Mayor and reporting to the Business Administrator, the Chief Financial Officer is primarily responsible for the management and oversight of all financial activities and operations performed by the City of Burlington government.

Specific duties include, but are not limited to, assisting the Business Administrator with the preparation of the municipal budget, accounting and maintenance of the general ledger, audit coordination and compliance, bank reconciliations, financial reporting, fixed asset inventory, internal control systems, issuance of bonds and notes, investment and disbursement of funds, monitoring expenditures and revenues, debt management, grants and escrow accounts management, payroll administration, state pension and benefits processing, finance related ordinances and resolutions. The successful candidate should possess strong analytical and communication skills and provide leadership in all financial dealings of the City. Must be able to attend City budget meetings. Attendance at City Council meetings may be required.

REQUIREMENTS:

Education, Experience and Certification: Minimum qualifications include graduation from an accredited college or university with a bachelor's degree in accounting, finance, or business administration; three (3) years or more of experience in municipal finance; familiarity with relevant requirements of Title 40A of N.J.S.A. and Faulkner Act; knowledge of the laws and policies governing municipal finance including, but not limited to the New Jersey Local Bond Law, Local Budget Law, Local Fiscal Affairs Law, and Local Public Contracts Law. Significant experience and working knowledge of Edmunds municipal accounting software program and Excel is preferred.

Applicants must possess state certification as Certified Municipal Finance Officer, as issued by the New Jersey Department of Community Affairs, Division of Local Government Services, or the ability to obtain such certification in a prescribed amount of time.



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Background Check: Successful completion of a pre-employment physical, drug screening, and criminal background check required prior to hiring.

Residency Requirements: Effective 9/1/11, NJ PL 70 (NJ First Act) requires all State and Local government employees to reside in New Jersey unless exempted under the law. Employees have one year after the date of employment to relocate their residence to New Jersey or request an exemption. If you reside in NJ, you must retain NJ residency, unless you obtain an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Please submit a cover letter and resume with three (3) business references to:
Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street,
Burlington, NJ 08016, or email them to Zoraida Pagan at Zpagan@burlingtonNJ.us
by 5:00 pm on Friday, February 3, 2023.

The City reserves the right to fill the position before the application deadline and to accept applications until the position is filled.

The City of Burlington is an Equal Opportunity Employer.