**BOROUGH OF CLAYTON **

**JOB TITLE: ASSISTANT FINANCE OFFICER**

**CLASSIFICATION: Exempt FULL TIME**

**BARGAINING UNIT: N/A**

**REPORTS TO: Chief Financial Officer  
 Administrator**

**DUTIES & RESPONSIBILITIES:**

* Along with the CFO, serves as custodian of all public funds.
* Assist the CFO in helping the governing body develop fiscal policy, including preparing projections and calculations to support long-term plans concerning revenue, appropriations, surplus, and the tax levy.
* Assist the CFO is developing, implementing, and overseeing a system of internal controls to safeguard assets and monitor compliance, including:

1. Documentation of internal accounting control processes, procedures and authorizations, with regular reviews and evaluations of them.
2. Training all relevant personnel.
3. Auditing petty cash drawers.

* Assist the CFO in performing the work involved in preparation of various financial reports and statements.
* Prepares and posts journal entries into the general ledger, budget and revenue systems.
* Assist the Chief Financial Officer in preparing and updating spreadsheets during the budget process. Assists the CFO with any other task required for preparing the annual budget.
* Assist the CFO in the preparing of support documents for confidential matters including contract negotiations.
* Direct the office staff on clerical finance functions and instruct them on corrections, etc.
* Assist the CFO in preparing year-end reports of all revenues and expenditures and provide the governing body with periodic status reports for all budget revenues and appropriations as they correspond to the annual adopted budget.
* Respond to OPRA requests regarding financial inquiries.
* Prepare Monthly and Quarterly Reconciliations for Payroll.
* Prepare reconciliations of various Balance Sheet Accounts.
* Prepare and process the quarterly billings for Water & Sewer Utilities along with managing and overseeing the collection process from billings through shut offs.
* Assist the CFO in the preparation of monthly reports of the Treasurer, Tax Collector, and investments.
* Prepare suitable reports containing findings, conclusions and recommendations.
* Supervise the establishment and maintenance of extensive bookkeeping and other needed records and files.
* Assist the CFO in performing the work involved in the negotiation of loans and sale of bonds
* Assist with debt service payment schedules.
* Assist with the proper processing of tax payments and PILOTs.
* Any other duties that may be statutorily delegated by the Municipal Chief Financial Officer.

**KNOWLEDGE:**

* Knowledge of municipal operations, functions, and processes, as well as knowledge of the Borough form of government.
* Knowledge of Edmunds Government software.
* Superior knowledge of Microsoft Office EXCEL and knowledge of WORD, electronic mail, and the internet.
* Knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.
* Knowledge of the laws and regulations affecting the maintenance of financial records.
* General knowledge of automated accounting and related systems and ability to work with Borough staff in handling duties in an automated environment.

**ABILITIES:**

* Must be able to ensure the proper and accurate preparation, posting, maintenance, and reconciliation, as applicable, of all books, ledgers, schedules, statements, reports, and other records pertaining to municipal finances. All financial schedules shall be prepared in such a manner as to facilitate audit review.
* Ability to create and use advanced EXCEL spreadsheets to track, analyze, and calculate financial analyses.
* Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
* Ability to establish and maintain effective working relationships with the CFO, the public, department heads, elected officials, Borough professionals, and Borough residents.
* Must have strong analytical ability to understand how financial functions/tasks tie together.
* Ability to design and prepare analytical or interpretative financial statements/documents.
* Must be accurate and thorough in the analysis and preparation of financial records.
* Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
* Ability to design and prepared analytical or interpretative financial statements.
* Must be able to pass the certification course and be issued a New Jersey Certified Municipal Finance Officer License per N.J.S.A.40A:9-140.2 et seq.
* Ability to learn, retain knowledge, and apply the principles and practices of public finance administration, including principles and practices of municipal accounting.
* Ability to learn, retain, and apply the knowledge of the laws and regulations affecting the maintenance of financial records.
* Ability to quickly learn municipal-specific software applications (Edmunds, Evolution, EPIC)
* Ability to establish and use a personal job knowledge system (notes, printouts, screenshots, etc.) to reference when completing tasks that are infrequent (Ex: year end tasks) or are more challenging.

**QUALIFICATIONS:**

* Must possess a finance or accounting degree from an accredited college.
* Having a Certified Municipal Finance Officer License is preferred.

**EXPECTATIONS:**

* The role of Assistant Finance Officer is vital to the fiscal viability of the Borough of Clayton. The position demands work products and deliverables be precise, accurate and timely. The Assistant Finance Officer, as is the CFO, must ensure all work tasks are in compliance with all statutes, rules, regulations and directives pertaining to financial administration, including but not limited to:

- Provisions of the Local Government Supervision Act (52:27BB-1 et seq.),   
- Local Bond Law (40A:2-1 et seq.),   
- Local Budget Law (40A:4-1 et seq.),   
- Local Fiscal Affairs Law (40A:5-1 et seq.)  
- Local Public Contracts Law (40A:11-1 et seq.)  
- Rules and regulations and directives of the Local Finance Board and the Division of   
 Local Government Services.

* The job will require spending extra time beyond the normal work day hours of 8:00 AM – 4:00 PM during certain weeks to meet deadlines/targets. The Assistant Finance Officer is expected to work until key tasks and priorities are complete. Tasks associated with the closeout of each year are especially demanding.
* All work must be accurate, precise and on time. All work must be re-checked to avoid errors.
* The Assistant Finance Officer’s relationship with the CFO is critical to job success. Communication with the CFO must be daily (multiple times) so that work tasks are prioritized and accomplished efficiently and effectively.
* Ultimately, the Assistant Finance Officer is expected to grow into the position such that he/she can take over the full duties of the CFO in the event the CFO is out of the office due to a medical issue, a disability, or a family emergency, and could possibly move in the CFO position if it becomes open.