



FULL TIME DEPUTY CFO

Key Responsibilities:

- Train under the current Chief Financial Officer to transition to CFO
- The duties shall include assisting with the preparation of annual operating budget and capital program.
- Reconcile bank accounts monthly
- May review requisitions for appropriate expenditure of funds and follow up on questions with purchasing.
- Reviewing paperwork for purchases as related to the NJ Local Public Contracts Law
- Review work of subordinates such as posting of revenue to proper accounts.
- Review payroll.
- Human Resource functions such as onboarding of new staff members including enrolling in pension system and health benefits.
- Assist in the preparation of Annual Financial Statement and Annual Debt Statement.
- May assist in the preparation for municipal bond sale and bond anticipation notes.
- Grant administration.
- Preparation of resolutions for grants and various purchasing requirements.
- Ensure that budgets are adhered to and communicate with department heads on the same.

Qualifications:

- Experience in municipal government financial management.
- Exceptional verbal and written communication skills that foster collaboration, responsiveness, and respect.
- Computer experience a must. Edmunds experience preferred.
- College Degree with concentration in Accounting or Finance necessary.
- Working toward obtaining NJ Certified Municipal Finance Officer Certification.

Why the Borough of Wildwood Crest?

- Competitive salary, commensurate with experience and qualifications.
- Comprehensive benefits package – Health Benefits, Dental and 457b offered
- Professional work environment.
- Support for professional training and continuous education with opportunities for growth and development.

Apply today!!! For more information, visit www.wildwoodcrest.org/jobs.php or contact Human Resources at humanresources@wildwoodcrest.org. The Borough Wildwood Crest is an EEO employer. Resumes will be accepted until 05/31/2026.