

# Employment Opportunity

## County of Cumberland

164 Broad Street, Bridgeton, NJ 08302

December 16, 2025

### County Treasurer (NJSA 40A:9-27) and Chief Financial Officer (NJSA 40A:9-28.4)

Unclassified Position, 3-year Appointment

Salary Range: \$110,000-\$135,000 (Commensurate with Experience)

**Duties:** Appointed by the County Commissioners and reporting to the County Administrator assists in planning and overseeing daily county operations; manages financial operations through reviewing expenditures for compliance with budget policies; verifies accuracy of processed fiscal actions; performs strategic planning and forecasting; monitors compliance with all applicable laws and regulations (local bond law, local budget law, local public contracts law, federal/state single audit act requirements, etc.); develops budgeting systems; evaluates organization's financial condition; issues bonds and notes and handles all continuing financial disclosure obligations; posts numerical transactions to ledgers and worksheets; determines cash flow; reviews expenditures for compliance with budget policies; determines investment strategy for funds such as surplus or pension; determines expenditures and allocations; approves transfer of monies from accounts; applies accounting principles; allocates payments from taxpayers or other sources; verifies accuracy of fiscal transactions; identifies cash position and fund requirements; estimates revenues and expenditures; authorizes purchases and salary lines; authorizes payments of expense and travel vouchers, purchase orders and other transactions; monitors payroll for accuracy; participates in labor negotiations; instructs staff and colleagues on financial policies and procedures; applies established security procedures and guidelines; collects payments or fees; examines documents for adherence to applicable laws and regulations; identifies funding sources; monitors internal financial controls; analyzes financial transaction systems; reconciles accounts; monitors acquisition, disbursement and use of grant or contract monies; adjusts accounts for suspended or returned amounts; reviews local government bond and debt authorizations; develops fiscal projections; develops budget revenue and expenditure projections including long-term plans related to surplus, personnel costs, tax levies, levy caps, capital, and debt; evaluates financial planning activities; develops annual, quarterly, and monthly reports of revenues and expenditures; corrects errors in financial statements; informs individuals of appropriate accounting procedures; compiles formal financial statements such as balance sheets, profit and loss statements, or cash flows; develops and monitors internal audit systems; updates fund analysis and investment programs; reviews grant and contract proposals; researches current and proposed legislation; addresses commissioners and other policy-making committees; supervises subordinate employees within the Finance Department, which currently encompasses Purchasing and Treasury Divisions; develops and maintains a system of internal controls to safeguard assets and monitor compliance, including documenting the processes/procedures, training relevant county personnel, and performing ongoing reviews and evaluations for improvements; performs related duties as assigned. As County Treasurer, shall be the custodian of all county funds and disburse said funds only on the order of the Board of County Commissioners. Collects and receives all monies due to the county. Keeps adequate records and reports to the board the receipts and disbursements made. Maintains general books of account in accordance with rules and regulations of the Local Finance Board in the Department of Community Affairs as set forth, further defined, and regulated by N.J.S.A. 40A:9-140.13 and N.J.A.C. 5:32-2.1.

The CFO shall prepare "audit ready" financial schedules subject to audit review and opinion (inclusive of Schedule Expenditures of Federal Awards and Schedule of Expenditures of State Financial Assistance), the Annual Financial Statement, Annual Debt Statement (with Supplementals), and will prepare the annual Budget in the form prescribed by the New Jersey Division of Local Government Services.

The list of essential duties, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one function. The omission of an essential duty does not preclude Administration from assigning tasks not listed herein.

**Requirements:** Bachelor's degree in accounting or finance. 3-5 years of experience in municipal finance or fiscal management with a minimum of one year in a supervisory capacity. Must possess valid certification as a Certified County Finance Officer issued by the NJ Department of Community Affairs, Division of Local Government Services as a condition of employment or be willing and able to obtain said licensure within one year of appointment. Must be able to qualify to be covered for the statutorily required fidelity bond by the County's Risk Manager. A certified public accountant's license accompanied by a registered municipal accountant's license (specific to NJ local government) is strongly preferred. A qualified purchasing agent license is a plus. Strong communication, analytical, and public presentation skills. The appointee will be required to possess a driver's license valid in New Jersey. This position requires the ability to work in a fast-paced, deadline-driven environment, where strong knowledge of laws, regulations, and guidelines is a must. As such, technical proficiency in software applications is needed, including Office 365 (One-Drive, Teams and Office Apps) and accounting / bookkeeping systems (Edmunds GovTech preferred) and Internet portals.

**Hours:** 35+ hours per week. Regular business hours are Monday through Friday, 8:30am – 4:30pm. This position, however, requires significant work beyond a typical shift. Evening hours are required for Commissioner meetings and other events that may request the presence of County Administration.

Offers of employment for this title are contingent upon successful completion of physical fitness testing that includes drug screen.

Applicants shall submit a cover letter and resume to:

Cumberland County Department of Personnel

[HR@CumberlandCountyNJ.gov](mailto:HR@CumberlandCountyNJ.gov)

or complete an application online and upload documents at: [www.cumberlandcountynj.gov/jobs](http://www.cumberlandcountynj.gov/jobs).

**Posting is open until filled**

*The County of Cumberland is an equal employment opportunity employer. We are committed to recruit and hire qualified individuals without discrimination and regardless of race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, breastfeeding, gender identity or expression, disability, liability for military service, affectional or sexual orientation, atypical cellular or blood trait and genetic information (including the refusal to submit to genetic testing). Cumberland County employment is governed by the rules and regulations of the NJ Civil Service Commission.*

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