

**CFO/DIRECTOR OF REVENUE & FINANCE – BOROUGH OF HAWTHORNE** – The Borough of Hawthorne, located in Passaic County, is seeking a highly qualified and motivated individual with excellent managerial skills for the position of Chief Financial Officer/Director of Revenue & Finance. Position is available on or about October 1, 2017, due to the impending retirement of the 26-year incumbent. The Borough has a \$21 million Current Fund budget, a \$4 million Water Utility budget and an Aa2 bond rating. Candidate must be a Certified Municipal Finance Officer, preferably with a degree in accounting, business or finance, with a minimum of three years' municipal finance experience. Must be an effective supervisor, and able to engender positive customer service among assigned staff, and able to work well, with the borough administrator, department heads, Mayor & Council, auditors, engineer and bond counsel. Successful candidate will be responsible for all municipal finance functions, including all statutory requirements as well as maintenance of all financial records including the general ledger and all subsidiary ledgers, investments, cash and debt management, finance-related ordinances and resolutions, accounts payable/receivable, payroll, pension reports, monthly reconciliations, grants and escrow accounts management, and assistance in budget preparation. Responsibilities will include oversight of the Tax and Water-Billing office, and may require attendance at evening council, budget other meetings. Proficiency in Edmunds software and Microsoft Word and Excel is required, as is the ability to communicate well orally and in writing. . Please submit cover letter with resume and salary requirements to Eric Maurer, Borough Administrator, electronically to [emaurer@hawthornenj.org](mailto:emaurer@hawthornenj.org) by Monday August 1, 2017. The Borough reserves the right to waive requirements and to accept applications until the position is filled. EOE