



# TOWNSHIP OF BLOOMFIELD

## *New Jersey*

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1 Municipal Plaza • Bloomfield, New Jersey 07003

[www.bloomfieldtwpnj.com](http://www.bloomfieldtwpnj.com)

### **POSITION: COMPTROLLER F/T**

**Department:** Finance

**Brief Description:**

The Comptroller is responsible for assisting the Director of Finance/CFO with all financial statutory requirements. Duties include but are not limited to: assisting the Director with preparation of the municipal budget/AFS and ADS, reviewing expenditures for compliance with budget policies, maintenance of general ledgers, bank reconciliations, monitoring internal financial controls with regards to receipts and disbursements and manage other financially related projects. Assists in oversight of Accounts Payable and Payroll functions, Water Utility, and Parking Utility.

**Qualifications:**

Bachelor's degree in Finance, Accounting or related field- CPA a plus, QPA preferred or willingness to obtain QPA license. At least (3) years' experience in municipal finance. New Jersey Certified Municipal Finance Officer (CMFO) in good standing preferred or willingness to obtain within two (2) years. The candidate must be organized, attentive to details, team oriented, and committed to the financial integrity of the organization. Must have experience with Edmunds financial software and Microsoft Office, with intermediate skills in Excel.

**Salary:** \$80,101 -\$125,248; Salary is commensurate with experience.

**How to Apply:**

Please send Cover Letter, resume and references to Kimberly Duva, Personnel Director; [kduva@bloomfieldtwpnj.com](mailto:kduva@bloomfieldtwpnj.com)

**Closing Date:** March 1, 2021

\*Bloomfield Township is an Equal Opportunity Employer\*

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