

Chief Financial Officer

CITY OF SALEM, SALEM COUNTY NJ. Population 5,000 - Budget approx. \$13M (with Water & Sewer Utility) is seeking an organized, experienced professional, with a background in Municipal Government for the position of Chief Financial Officer. Interested applicants must possess a municipal financial officer certification and have at least one to two years of experience in a New Jersey municipal finance office . A College degree in business administration or accounting is preferred. The CFO shall serve as the custodian of public funds, assist in preparing the annual budget, attend all Council meetings, maintain and monitor separate accounts for all budgeted appropriations and anticipated revenue, in addition to all of the duties provided by New Jersey law. Applicant shall have strong organizational and supervisory skills. The position is full time and will provide benefits. The City is also seeking a full time Tax Collector (see separate advertisement). Applicants who are certified for both positions are preferable.

Interested persons should submit an application with cover letter, salary request, resume, and proof of CMFO to the office of the City Clerk, 17 New Market St., Salem, NJ 08079 or by email to cityclerk@cityofsalemnj.gov

Applications may be downloaded from the City's website at www.cityofsalemnj.gov. Deadline to apply will be May 15, 2019 or until the position is filled.

Tax Collector

- CITY OF SALEM, SALEM COUNTY NJ. Population 5,000 - Budget approx. \$13M (with Water & Sewer Utility) is seeking an organized, experienced professional, with a background in Municipal Government for the position of Tax Collector. Interested applicants must possess a Municipal Tax Collector Certification and have at least one to two years of experience in a New Jersey municipal Collector's office. The applicant shall be professional and able to work independently. The Tax Collector shall be responsible for lien enforcement, tax collecting and billing (including water and sewer) , and reporting, in addition to all of the duties required by law. The position is full time and will provide benefits. . The City is also seeking a full time CFO (see separate advertisement). Applicants who are certified for both positions are preferable.

Interested persons should submit an application with a cover letter, resume, salary request and proof of certification to the office of the City Clerk, 17 New Market St., Salem, NJ 08079 or by email to cityclerk@cityofsalemnj.gov

Applications may be downloaded from the City's website at www.cityofsalemnj.gov. Deadline to apply will be May 15, 2019 or until the position is filled.