



COUNTY OF HUNTERDON

Division Head of Finance, County of Hunterdon

The Department of Finance is seeking a full time professional in the position of Division Head of Finance in the Department of Finance. The position is under the direct supervision of the CFO.

Required:

- State of New Jersey CMFO or Bachelor's Degree in Accounting/Finance
- Strong abilities in grant management, account reconciliations, bank reconciliations, payroll, budgets
- Proficiency in Microsoft Office Excel, Word, and Outlook is essential
- Hard working and a self-starter;
- Organized; able to manage multiple tasks and competing priorities
- A New Jersey resident

Preferred:

- Government finance experience with a concentration in grant management
- Knowledge of Edmunds financial software
- Knowledge of payroll and/or purchasing functions

Responsibilities include but are not limited to:

- Grant management
- Capital budget monitoring
- Budget monitoring
- Account reconciliation
- Fixed asset management
- Monthly, quarterly, annual reports
- Maintenance of accounting system
- Maintenance of general ledger
- Oversight of receipt and disbursement of funds, (A/R and A/P processes)

Please email a cover letter and resume to Human Resources Director Brad Myhre at bmyhre@co.hunterdon.nj.us The application deadline is March 18, 2016. Hunterdon County is an equal opportunity employer.

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