



BOROUGH OF ENGLEWOOD CLIFFS

BERGEN COUNTY, NEW JERSEY

PART-TIME CHIEF FINANCIAL OFFICER (CFO) JOB POSTING

Certified Municipal Finance Officer (CMFO)

Salary Range: \$40,000 – \$50,000 annually, commensurate with qualifications and experience

Appointment Type: Part-Time (Statutory Position)

The Borough of Englewood Cliffs is seeking a skilled, experienced, and detail-oriented Certified Municipal Finance Officer (CMFO) to serve as the Borough's part-time Chief Financial Officer.

The CFO serves as the chief financial steward of the municipality and is responsible for overseeing the fiscal operations of a full-service borough with an annual budget of approximately \$24 million. This position plays a critical role in ensuring fiscal integrity, transparency, and long-term financial stability.

Key Responsibilities

The Chief Financial Officer shall be responsible for, but not limited to, the following duties:

- Preparation, administration, and monitoring of the Borough's annual operating and capital budgets
- Oversight of financial reporting, accounting records, and fiscal controls
- Maintenance of internal controls and compliance with generally accepted governmental accounting standards
- Coordination of annual audits and serving as liaison to auditors and regulatory agencies
- Cash management, investments, and debt administration
- Oversight of grants, trust accounts, and dedicated funds
- Preparation of required annual financial statements, annual debt statements, supplemental debt statements as needed and reports to the Division of Local Government Services (DLGS)
- Ensuring compliance with the New Jersey Local Budget Law, Local Finance Law, and all applicable statutes and regulations
- A minimum of ten (10) hours per week of in-person office availability is required.
- Mandatory attendance at once-a-month Mayor and Council Regular Meetings required
- Advising the Mayor, Borough Council, and Borough Administrator on financial matters and fiscal policy

Minimum Qualifications

- Valid Certified Municipal Finance Officer (CMFO) certification issued by the State of New Jersey (required)
- Certified Public Accountant (CPA) license is preferred but not required
- Minimum of five years of progressively responsible experience in municipal finance or government accounting
- Strong working knowledge of New Jersey municipal finance laws and DLGS requirements
- Demonstrated experience in budget preparation, audit coordination, and financial oversight
- Experience with municipal accounting systems such as Munidex and Edmunds is preferred
- Excellent analytical, organizational, and communication skills
- Ability to work collaboratively with elected officials, department heads, and professional staff

How to Apply

Qualified candidates should submit a **cover letter**, **resume**, and **proof of CMFO certification** and other certifications no later than:

Friday, February 27, 2026 at 4:00 PM

Materials should be submitted to:

Intashan Chowdhury, MPA
Borough Administrator
Borough of Englewood Cliffs
482 Hudson Terrace
Englewood Cliffs, NJ 07632

Email: ichowdhury@englewoodcliffsnj.org