



BOROUGH OF ROSELLE

210 Chestnut Street
Roselle, NJ 07203
(P) 908-259-3014
(F)908-241-9144

David G. Brown II, MPA, RPPO
Borough Administrator

Municipal Treasurer – Borough of Roselle, Union County – The Borough is seeking a full-time Municipal Treasurer to assist the Chief Financial Officer with the daily financial operations of the Borough. The Treasurer duties include but are not limited to bank reconciliations including analysis of escrow accounts, oversight and reconciliation of accounts payable/receivable and reconciliation of outside department records with the Finance Department records. Collaborations with other department heads will be necessary. Candidate should have strong financial analysis skills, highly proficient computer skills as well as the ability to manage multiple assignments on a daily basis. Five years of supervisory accounting experience required, two years of which shall be in municipal accounting or auditing. Bachelor's degree in accounting preferred; possession of CMFO certificate can be substituted. Experience with Edmunds software and ADP Payroll a plus. The Borough has a population of 22,000 and an annual municipal budget of \$39.5 million. Submit resume and cover letter to David G. Brown II, Borough Administrator, 210 Chestnut Street, Roselle, NJ 07203.

The Borough of Roselle is an equal opportunity employer.