



Monmouth County Regional Health Commission # 1
1540 West Park Avenue, Suite 1
Ocean, NJ 07712
Phone: 732-493-9520 Fax: 732-493-9521
David A. Henry, MPH - Health Officer
dhenry@mcrhc.org
www.mcrhc.org

Part-Time Chief Financial Officer

Closing Date: August 9, 2021

The Monmouth County Regional Health Commission No. 1 will have an opening for a Part-Time Chief Financial Officer either by direct hire or a shared service agreement. Responsibilities include reviewing purchase orders, bills and approval of checks, implementation and maintenance of internal controls and maintaining the General Ledger, financial analysis, member town assessments, grant financial review, working with auditors, year-end financial reporting, annual budget process, budget book, presentation of the budget to the Health Commissioners and public. Work closely with the Health Officer, Budget & Finance Sub-committee and supervise the Bookkeeper. A bachelor's degree in accounting with a New Jersey CMFO certificate is required. A master's degree would be beneficial. A minimum of ten years accounting/finance experience with at least five years of management experience in municipal/local public health operations are a must. Proficiency with computers, Microsoft Office software and experience with Edmunds accounting financial software is preferred. Attendance required at monthly Health Commission meetings. Salary commensurate with experience and qualifications. The Monmouth County Regional Health Commission No. 1 is an Equal Opportunity Employer.

Subject to background check, applicant must possess excellent writing and communication skills and will be required to learn and utilize various types of electronic and/or manual recording and information systems used by this office. **Start date is October 4, 2021.**

Qualified applicants are encouraged to apply by sending their resume to:

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Email: dhenry@mcrhc.org
Phone: (732) 493-9520



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Prevent. Promote. Protect.