

**ORDINANCE 14 - 2011
AN ORDINANCE ESTABLISHING THE
EMPLOYMENT POSITION OF DIRECTOR
OF FINANCE AND REVENUE**

WHEREAS, the Borough has determined a need exists for the establishment of a new employment position to be known as "Director of Finance and Revenue" by reason of the expected retirement of the CFO;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Woodbury Heights, with the Mayor concurring, that a new employment position of Director of Finance and Revenue is hereby established with the following duties and qualifications:

A. Duties:

1. As a Department head, shall have managerial responsibility for the conduct of all activities associated with the budgetary, revenue, accounting, financing, purchasing and all other monetary responsibilities and obligations of the Borough;

2. Shall conduct or direct the activities of all financial and economic matters including, but not limited to, preparation of budgets, financial reports, payrolls, accounts payable, accounts receivable and the keeping and reconciliation of all Borough funds;

3. May have direct contact with the Mayor and governing body, prepare reports, studies or other financial guidance documents and recommendations to the Administrator, Mayor or governing body;

4. Correspond with outside entities and government agencies regarding the financial affairs of the Borough and prepare such reports, applications and other documents to comply with all governmental laws, rules or regulations;

5. Be responsible to supervise and manage the activities of all other employees engaged in the work of financial management of the books, records and other obligations of the Borough and recommend disciplinary events for employee violations of any rules or regulations of the Borough;

6. Be principally responsible for the training of all employees performing clerical or financial tasks associated with the fiscal affairs of the Borough including, but not limited to, purchasing, accounting, payroll, accounts payable, accounts receivable or other activities related to the financial affairs of the Borough.

BE IT FURTHER ORDAINED that the following qualifications shall apply to this employment position:

1. Experience on computerized financial packages such as, but not limited to, Edmunds Municipal Software Packages;

2. Knowledge of financial, budget and appropriation encumbrance requirements and all laws, rules and regulations relating to same;

3. Have completed a minimum of 30 hours of college level courses of education with at least 9 hours of such related to accounting, budgetary, bookkeeping, office management, economics or finance;

4. Municipal employment experience may, at the discretion of the Borough, be substituted for any of the qualifications recited above.

BE IT FURTHER ORDAINED that:

1. All Ordinances inconsistent with the provisions of this Ordinance be and are hereby repealed to the extent of such inconsistency;

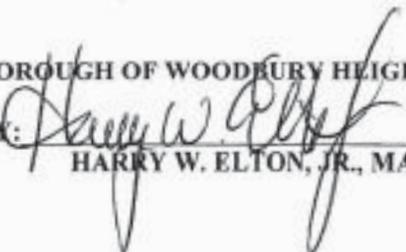
2. All Ordinances not inconsistent with the provisions of this Ordinance are saved from repeal;

3. Each section, subsection, sentence, clause or phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, unlawful or unenforceable to any cause or reason shall not affect any other portion of this Ordinance;

4. This Ordinance shall take effect immediately upon approval and publication and as otherwise provided by law.

BOROUGH OF WOODBURY HEIGHTS

BY:

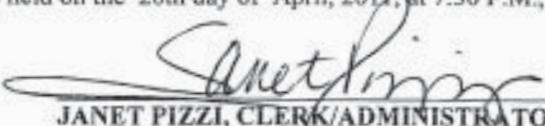

HARRY W. ELTON, JR., MAYOR

ATTEST:


JANET PIZZI, CLERK/ADMINISTRATOR

NOTICE

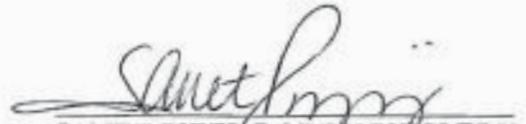
The foregoing Ordinance was introduced at a meeting of the Mayor and Borough Council of the Borough of Woodbury Heights conducted on March 16, 2011, and will be considered for final hearing and adoption at a meeting to be held on the 20th day of April, 2011, at 7:30 P.M., at which time any objections hereto may be heard.


JANET PIZZI, CLERK/ADMINISTRATOR

BOROUGH OF WOODBURY HEIGHTS
PUBLIC NOTICE

ORDINANCE 14 - 2011
AN ORDINANCE ESTABLISHING THE EMPLOYMENT POSITION OF
DIRECTOR OF FINANCE AND REVENUE

I, Janet Pizzi, Clerk of the Borough of Woodbury Heights, hereby certify that the above Ordinance was duly adopted by the Borough Council of the Borough of Woodbury Heights at the Regular Meeting of Mayor and Borough Council held on the 20th day of April, 2011.


JANET PIZZI, BOROUGH CLERK