



IMMEDIATE OPENING NJACCHO COVID 19 GRANTS FINANCIAL OFFICER JOB DESCRIPTION

To meet these needs the New Jersey Association of County and City Health Officials (NJACCHO) wishes to contract with a COVID 19 Grants Financial Officer to administer and oversee the grants process for the Association.

Compensation Estimate: Full time equivalent, pay to commensurate with experience.

Minimum Qualifications: Demonstrate knowledge in governmental grant development and have at least 5 years of experience as a financial officer in the private or governmental sector. At the minimum, hold a bachelor's degree from an accredited college or University in accounting or finance. Holding a CPA license is a plus.

Responsibilities: Serve as the COVID 19 Grants Financial Officer for NJACCHO and attend all meetings, provide reports to the executive committee, oversee grant funds awarded to the Association, manage the financial operations of the Association and perform other duties as assigned. The GFO will assume all financial responsibilities for managing COVID grant funding dollars, payments to local health departments and other vendors, as well as expenditure reporting.

- COVID 19 Grants Financial Officer will oversee and address grants awarded to the Association.
- COVID 19 Grants Financial Officer will report to the Executive Director and President or their designee.
- COVID 19 Grants Financial Officer will attend all general membership meetings and executive committee meetings and report to said groups on finances in coordination with the Association treasurer.
- COVID 19 Grants Financial Officer will submit a quarterly report on all grant financials in coordination with the Executive Director and other financial business as detailed by the Association President or their designee.
- All reports and action items by the COVID 19 Grants Financial Officer must be approved by NJACCHO.
- COVID 19 Grants Financial Officer will work with all grantor agencies including the New Jersey Department of Health to meet the requirements of all awarded grant workplans.
- COVID 19 Grants Financial Officer will represent the Association at all state and federal audits related to grants.
- COVID 19 Grants Financial Officer will perform other duties as assigned by the President or their designee.

All interested candidates should send resume with cover letter to info@njaccho.org by COB on 1/15/2022.

