



**CITY OF JERSEY CITY**  
**DEPARTMENT OF ADMINISTRATION**  
**DIVISION OF HUMAN RESOURCES**



CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022

**Job Opening:**  
**Municipal Treasury and Debt Division Director**

**Department:** Finance

**Division:** Accounts and Control

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Management

**Full-Time/Part-Time/Seasonal:** Full-Time

**Workweek:** Monday – Friday, 9:00 am to 5:00 pm

**Pay:** \$90,000 - \$100,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey seeks an experienced and driven Municipal Treasury and Debt Division Director. This is a key leadership position within the Finance Department, overseeing all aspects of the municipality's treasury and debt management functions. The ideal candidate must be a strategic thinker and an effective leader to ensure the fiscal health and stability of the municipality. Must deeply understand financial management, treasury operations, and debt administration.

**Job Duties:**

- Develop and implement comprehensive treasury strategies to optimize the municipality's cash position.
- Monitor daily cash flows and manage short-term investments to maximize returns while ensuring liquidity needs are met.
- Collaborate with internal departments to forecast cash requirements and plan for upcoming expenditures.
- Manage the municipality's debt portfolio, including issuing, refinancing, and retirement debt instruments.
- Conduct financial analysis to evaluate the cost-effectiveness of different debt structures and financing options.
- Ensure compliance with legal requirements, debt covenants, and reporting obligations related to outstanding debt.
- Collaborate with the Director of Finance to develop long-term financial plans and budgets.
- Provide financial analysis and projections to support decision-making processes.
- Advise on the financial implications of policy decisions and recommend strategies to enhance financial sustainability.
- Identify and assess financial risks associated with treasury and debt activities.
- Develop risk mitigation strategies and implement internal controls to safeguard municipal assets.
- Stay informed about market trends, economic indicators, and regulatory changes affecting treasury and debt management.



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- Build and maintain effective relationships with external financial institutions, credit rating agencies, and other relevant stakeholders.
- Present financial reports, analysis, and recommendations to municipal leadership, elected officials, and other stakeholders.
- Supervise, mentor, and develop a team of professionals within the Treasury and Debt Division.
- Foster a collaborative, high-performance work environment, promoting continuous learning and growth.
- Performs other duties as assigned.

*\*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

**Required Education:** A Bachelor's degree in Finance, Accounting, Business Administration, or a related field. A Master's Degree or relevant Professional Certification (CTP, CFA) is preferred.

**Required Experience:** At least (10) years of experience in treasury management, debt administration, and financial planning within a municipal or government setting.

**Essential Skills:**

- Strong knowledge of municipal finance, accounting principles, and regulatory requirements.
- Excellent analytical, strategic planning, and problem-solving skills.
- Strong leadership and management skills, with proven experience in mentoring and growing skills of direct reports;
- Communicate well, both verbally and written, including the ability to make effective and clearly-stated written reports with technical accounting information and the ability to make oral presentations with clarity and logic; and
- Ability to translate complex financial reports, concepts, and goals to individuals at all levels.
- Ability to maintain confidentiality and interact professionally at all times
- Experience developing and maintaining relationships and the ability to interact with all levels of the organization.
- Proficient with Microsoft Office Suite, including strong Excel skills;
- Must have a results-oriented work ethic and a positive, can-do attitude.

**This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.**

**To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).**

**Please note that this role is subject to the residency requirements set forth by NJ First Act.**