

TERRY W. HENRY

REDACTED

PERSONAL INFO

SUMMARY OF QUALIFICATIONS

- Certified Municipal Finance Officer
- Certified Tax Collector
- 30 years progressively responsible achievement in municipal government finance.
- Experienced with Edmunds municipal software, Word, Excel, and PowerPoint
- B.S. in Finance with a minor in accounting

PROFESSIONAL EXPERIENCE

10/93 – 06/18

Chief Financial Officer

Haddonfield Borough

01/04 – 06-18

Tax Collector

(retired)

- Oversee and manage staff in the Finance and Tax Collection departments
- Maintain General ledger and all other ledgers, schedules and reports pertaining to Borough finances, including bank reconciliations and journal entries.
- Assist in the preparation of the Annual Budget
- Maintain all debt service records relating to long term bonds and short-term anticipation notes of the Borough. Prepare Annual Debt Service Statement
- Responsible for IT related functions, including phone system, email, and administration/police/and public works servers
- Oversee the tax and utility billing and collection functions and conduct annual tax sale
- Maintain investment portfolio for the Borough
- Oversee Payroll functions including pension reporting

2001-2018

Chief Financial Officer

Tabernacle Township

(retired)

- Oversee and manage staff in the Finance and Tax Collection departments
- Maintain General ledger and all other ledgers, schedules and reports pertaining to Township finances, including bank reconciliations and journal entries.
- Assist in the preparation of the Annual Budget
- Maintain all debt service records relating to long term bonds and short-term anticipation notes of the Township. Prepare Annual Debt Service Statement
- Assisted with IT related functions, including phone system, email, and administration server
- Assisted with the tax billing and collection functions and annual tax sale
- Maintain investment portfolio for the Township
- Oversee Payroll functions including pension reporting

Susan Jackson



REDACTED
PERSONAL INFO

PROFILE

I am a professional whose skills are developed by real world experiences throughout my career as a parent, educator and administrative assistant and Municipal Clerk, which has a proven track record for success and an unparalleled drive in tough and rewarding activities. I am an inspired and determined individual that has the desire and ethics to complement and enhance a business environment with similar values and goals.

EXPERIENCE

Municipal Clerk/Registrar

Borough of Metuchen, Metuchen, NJ 08840

November 2014-Current

As Municipal Clerk prepare agendas, resolutions, ordinances, Council packets, minutes and notices for meetings. Set up and organize all Council meetings. Prepare and maintain bids and contracts. Maintain and issue all required licensing for the Borough, including dog/cat licensing, ABC, raffles, taxi and all other yearly licensing. Process all requisitions and purchase orders for Clerk's, Administration and Registrar Offices. Maintain all daily functions of Clerk's Office including legal notices, elections, records management, insurance claims and filing. Maintain all vital records as Municipal Registrar. Answer phones and assist the public in a professional and businesslike manner.

Certifications and Associations:

- Certified Municipal Clerk (April 2015)
- Certified Municipal Registrar
- President of Middlesex County Municipal Clerks Association

Deputy Municipal Clerk and Deputy Registrar – Temporary Planning/Zoning Administrative Assistant

East Windsor Township, East Windsor, NJ 08520

July 2013-November 2014

Prepare agendas, resolutions, ordinances, Council packets, minutes and notices for meetings. Set up and be at Council meetings. Prepare and maintain contracts. Issue and maintain licensing for the Township, including dog licensing, ABC, raffles, taxi and all other required yearly licensing. Process all purchase orders and requisitions for Clerk's office. Maintain all daily functions of Clerk's Office including legal notices, elections, records management and filing. Work with Health Department as Deputy Registrar maintaining vital records. Answer phones and assist the public in a professional and businesslike manner.

Administrative Assistant to the Clerk, and Deputy Registrar, Planning/Zoning Secretary

Borough of Hightstown, Hightstown, NJ 08520

March 2010-July 2013

Compose and prepare notices, minutes, agendas and correspondence. Process all purchase orders and requisitions for both Clerk's department and Planning Board. Work closely with the Borough Clerk maintaining resolutions, ordinances, Council packets, issue and maintain all yearly licensing for the Borough, including dogs & cats, parking permits, food, yearly pool license, taxi and coin vending. Issue and maintain all vital records for the Borough. Maintain all Planning/Zoning applications, escrow accounts and communications between applicants, Board members and Professionals. Maintain department records and files. Answer the telephone and represents the company in a professional and businesslike manner.

Paraprofessional

Lawrence Township Board of Education, Lawrenceville, NJ 08648

September 2001-June 2008

Coordinated activities with the Lawrence High School teachers in the development and implementation of daily student lesson plans. Provided assistance and guidance to motivate students with needs and individualized help as needed. Supervisor for school programs including development of process, rule, guidance, student participation, production and advertising of events. Assist the Lawrence Board of Education registrar in the daily responsibilities during Kindergarten registration.

Office Manager and Sales

Classic Cruises Travel Agency, Hamilton, NJ 08690

1999-2001

Responsibility included business operations, and day-to day financial accounting. Activities included the accounts receivables and payables, and reconciliation of all employees' business activities. Other responsibilities was to provide all clients the best discounted itinerary that met their planning and excursions and maintaining all payment terms and conditions for clients' vacations.

Township Registrar/Secretary to Recreation and Public Works/ Administrative Assistant for Township Offices –

Washington Township (Robbinsville Twp), Robbinsville, NJ 08691

1994-1999

Served as secretary for Recreation Department setting up all recreation activities including summer camps. Working directly with Camp Program Director providing registrations, insurance requirements, supplies and program specific requirements to operate and marketing promotions. Worked as Administrative Assistant to Tax Clerk collecting taxes and proper input of all transactions. Liaison to the Public Works Department assisting with applications and permits, insurances and requirements for township residents. Worked with Township Clerk helping to maintain records, books and documents

used for official meetings. Developed agendas and verified all information for community members. I was the Township Registrar issuing and maintaining all vital records for Robbinsville Township.

EDUCATION

Rider University — Lawrenceville, NJ 08648

2007-2009

Bachelor of Arts in Liberal Studies School of College of Continuing Studies with a minor in Psychology.

- Graduated Magna Cum Laude

Mercer County Community College - West Windsor, NJ

1998-1999. 2001-2006

Associates of Arts in Humanities and Social Science.

- Graduated Dean's Honor Roll

SKILL

- Excellent Organizational Skills
- Strong Customer Relations Skills
- Computer Proficiency
- Data Entry
- Telephone Answering
- Word Processing and Typing
- Filing
- **Computer:** Microsoft Office including Outlook, Excel, Microsoft Word and knowledge of the Edmunds program. Involved three (3) times with the installation of Edmunds' Animal Licensing Program.