

FINANCE DIRECTOR

Position Purpose:

The purpose of this position is to maintain the town's financial stability; develop and maintain a high assessment of the town's financial condition by recognized review authorities; manage the Town's financial operations and staff; perform as the Town Treasurer in accordance with Connecticut General Statutes; expend town funds as directed by the Town Council, Board of Finance and Town Manager; ensure the finance department follows the Charter, town policies, and the guidance of recognized financial standards organizations, ensure that public confidence and faith in the integrity of the town's financial representations are maintained to the highest standard; and provide financial services support to town operational managers so they can manage their department resources efficiently and effectively. The Finance Director is responsible for maintaining and improving upon the efficiency, integrity and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Oversees and manages town financial systems, debt financing, fixed assets, information technology projects, risk management, purchasing operations and operating procedures; reviews and analyzes the status of all funds, accounts and budgets; develops, initiates and maintains appropriate financial and procedural controls consistent with legal and other prudent requirements; creates and implements policies as approved by the Town Council and Board of Finance.

Supervision Received: Works under the direction of the Town Manager and according to requirements of the State of Connecticut and professional standards of the Government Accounting Standards Board, Generally Accepted Accounting Principles, Government Finance Officers Association and in cooperation with the town's auditors, the Town Council, the Board of Finance, and the Town Manager. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Provides oversight of the offices and operations of assessing and revenue collections, accounting, payroll, and expenditures; supervises directly, and consistent with the statutory requirements of their offices, the Assessor and the Revenue Collector; evaluates staff performance according to the Town's personnel policies and procedures.

Job Environment:

Managerial, administrative and other work is performed under typical private and semi-private office conditions and in any office where financial tasks and operations are conducted. Coordination, reporting and presentations are conducted in conference or large meeting rooms. The noise level in the work environment is usually quiet but may be moderately noisy in open and field office locations.

Operates an automobile, standard office equipment, networked computers and related software applications to perform communications, research, analysis, reporting, accounting and transaction processing operations.

Makes frequent and periodic contact with other municipal departments and boards, state and federal agencies, vendors, attorneys and the general public. Communication is frequently in person, by telephone, fax, e-mail, and in writing. Required to issue standard and special reports. Has excellent customer service skills, confidence and expertise to uphold the standards and extend the positive influence of the office.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required to focus on complex detailed data and information for extended periods of time and periodically move from desk and computer display to other parts of the office and building to talk or listen; frequently required to use their hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools, and controls and to reach with arms and grasp with hands; The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard and computer systems accurately and rapidly.

Works a flexible schedule with both routine and emergency hours required outside the normal town work schedule. May be required to work additional hours to complete essential projects within deadlines. Requires exceptional organization and time management skills.

Has access to confidential Town-wide and employee information that requires the application of appropriate judgment, discretion and professional protocols.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversees and has responsibility for financial activities according to legal and professional requirements, including the maintenance of accounts and financial records; cash and debt management, purchasing and accounts payable, payroll operations, accounts and taxes receivable, budgeting and funding issues, insurance and pension programs.
- Directs the financial management of the Town including the direction and supervision of the offices of Accounting, Assessor and Revenue Collector; assures that all financial operations, procedures and documentation are timely, accurate and complete; provides leadership, vision, coaching and mentorship to direct reports and others within the financial offices as appropriate.

- Oversees and provides for effective and efficient use of the available automated electronic financial information systems, their security controls, their communications and electronic data exchange capabilities to accomplish their responsibilities; assists the Town Manager's Office with other technology needs and proposes procedural or administrative changes as warranted.
- Prepares and maintains the Town's chart of accounts and financial systems to provide for the adequate segregation of funds according to their discrete purposes; the maintenance of sufficient budgetary and accounting detail so as to promote the use of an efficient, single, integrated, unified budgetary/accounting system that aids managers in the conduct of division/departmental operations, staff in the proof and documentation of their work, and provides the capacity to determine the costs for and revenues from services; all shall be within security parameters so that appropriate internal controls and segregation of duties amongst the functions are developed and maintained.
- Oversees the preparation and maintenance of the Town's debt authorizations, indebtedness, and payment schedules; administers and performs required reporting; analyzes and reports as required the Town's borrowing capacity and the appropriate balance between debt and carrying capacity; prepares and provides for the preparation of the actions - and applicable wording - to be taken by the Town to properly authorize and fully discharge all temporary, anticipatory and long term borrowing.
- Performs treasury administrative work including investments, forecasts cash requirements, assures required cash availability for payroll and other payments.
- Assists the Town Manager and the division/departmental managers with the preparation and management of the annual operating, capital and other budgets utilizing town financial systems to review and compare historical operations and trends, associate and present justifications for funding requests for operating, capital and other budgetary items and provide for the efficient integration of the essential information into the budgetary accounting system; all shall be according to an approved programmatic, departmental and line item budget as may be rendered consistent with the requirements of the Town Council.
- Provides efficient and cost-effective processes for the procurement of goods and services by the Town, its operating departments and employees according to policy and legal requirements; administers significant regional and town purchasing contracts.
- Provides staff support for the Town Council, Board of Finance and other committees as required.
- Ensures smooth, efficient and effective working relationships amongst all the financial offices and town departments.

Other Functions:

- Assists with the preparation of financial authorizations, motions and votes.
- Oversees and reviews the application for, the receipt of, and the administration of grants in aid.

- Prepares and manages the Town’s risk management policies and programs.
- Provide assistance in the contracting or hiring of staff for financial or related positions.
- May assist with the conduct of confidential negotiations and the preparation of related financial projections and reports.
- May serve as the Acting Town Manager in the Manager’s absence.
- Performs similar or related work as required or as the situation dictates.

Minimum Required Qualifications:

Education Training and Experience:

Must have a bachelor’s degree in finance, accounting, public or business administration or a related field from an accredited institution and more than seven (7) years of progressively responsible experience in financial administration and management including at least five (5) years of supervisory experience.

Fifteen (15) years of progressively responsible experience in governmental finance with five (5) years of managerial experience, defined as responsibility for a major governmental accounting program supervising five (5) or more professional level fiscal staff, may be substituted for the minimum requirements.

Preferred Qualifications:

Previous appointment as a Town Treasurer, Finance Director or Fiscal Manager supervising five or more professional level fiscal staff.

CPA or a master’s degree in accounting, business administration, management information systems, finance, or public administration.

CPFO or CGFM accreditation.

Special Requirements:

Must have no felony convictions and be capable of being bonded; must have and maintain a valid driver’s license.

Knowledge, Ability and Skill:

Knowledge: Must have a thorough knowledge of the principals and practices of municipal finance, the references to relevant statutory and other governmental accounting requirements and professional standards, and current best management and supervisory practices.

Ability: An advanced ability to analyze and interpret financial data, information and statements and to present findings clearly and concisely in writing, orally and in presentations; strong supervisory capabilities and the ability to develop and maintain

cohesive mutually supportive work teams; ability to develop and maintain effective working relationships with peers, other employees, citizen boards, and with other governmental agencies; highly developed ability to concentrate and master the meaning and implications of financial details, records and reports; able to interpret and enact requirements of statutes, charters and ordinances.

Skill: Highly proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail; skilled in working with a broad range of people, talents and capabilities.

Salary Range:

Shall be commensurate with experience and is subject to negotiation within the limits of the town charter and budget.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)