

TOWN OF GRISWOLD

DIRECTOR OF FINANCE – Job Description

OBJECTIVES

Under the general direction of the First Selectman, acts in the capacity of the Town's Chief Fiscal Officer to plan, develop, coordinate, and manage the Town's fiscal controls and activities which entails the application of budgeting and accounting principles and practices. Assists the First Selectman in preparing the annual operating and capital improvement budgets. Advises the Board of Selectmen, Capital Improvement Committee and the Board of Finance regarding fiscal matters.

ESSENTIAL FUNCTIONS

Oversees and is responsible for the application of principles and practices of financial management for the Town of Griswold.

Plans and organizes duties according to the fiscal cycle and in accordance with municipal accounting practices.

Coordinates, advises and provides internal audits and financial controls of all Town departments, including but not limited to the offices of Tax Collector, Assessor, Town Clerk, Treasurer, Recreation & Youth Services, and Building & Planning departments.

Prepares the Town budgets in cooperation with the First Selectman, department heads, commissions and boards, and others; develops and monitors approved Town budgets, debt services, etc.; ensures uniform consistent financial recording and reporting of all fiscal transactions; supervises the preparation of monthly appropriations.

Plans and develops the Town's accounting and payroll systems, and financial controls including cash management; maintains the chart of accounts for all Town funds; supervises the Town's general ledger; recommends improvements in services to attain operational efficiencies.

Maintains accounting of special accounts and oversees the Town's payroll procedures; reviews payroll and analyzes various payroll related summaries; tracks information used for Department of Labor reports, F.I.C.A., and other records.

Supervises the preparation of payroll taxes, maintenance of payroll records, 941 Reports and W-2 forms for the Town; and maintains government reports.

Supervises the continuing audit of all Town payrolls, bills, invoices and claims; provides financial information and advice to department heads; reviews purchase orders, invoices and other related information for the Town.

Prepares periodic financial statements and coordinates all government and miscellaneous reports pertaining to Town financial activities and assists in other financial matters as needed.

Maintains schedule of all Town and School debts; advises borrowing for Town and School projects; prepares financial statements for prospective lenders, bank information and bond rating data.

Oversees the Assessor who is responsible for planning and coordinating town wide assessments of real and personal property preparation in order to compile the Grand List for taxation purposes.

Plans, coordinates and oversees the Town's data processing system.

Applies for, processes and manages State and Federal Town grants; assists Town department heads and other officials in preparing financial and other information for various government grants; prepares grant reimbursement documentation.

Oversees and is responsible for the Workers' Compensation Program working closely with department heads and the insurance carrier.

Negotiates various insurances, including liability insurance, group insurances and benefit plans with insurance brokers and carriers.

Assists in bid processing for Town purchasing; tracks payments and receipts for services; establishes and oversees the internal audit program.

Prepares statistical and narrative reports including financial statements; provides fiscal consultation to Town officials and Board of Finance.

Oversees human resource functions including health insurance, pension and other benefit related matters.

Estimates costs of union negotiation proposals, settlements and arbitrations for the Town.

Attends Board of Finance and Capital Improvement Committee meetings, and other Town meetings as necessary.

Reviews Treasury functions with the Treasurer including bank procedures, cash management programs, investment funds, etc.

Provides general information to the public, attorneys, banking officials, etc.

Performs other related responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices and techniques of governmental finances, municipal budgeting, payroll and data processing.

Thorough knowledge of State and Federal grants, Worker's Compensation and Unemployment Compensation laws, risk management and municipal administration.

Thorough knowledge of all types of insurances applicable to Town government including liability insurance and group insurances.

Thorough knowledge of laws, statutes, ordinances and regulations which govern the management and control of municipal funds.

Ability to analyze the operations of a variety of municipal departments and to identify opportunities for cost savings through efficiency of operations.

Considerable knowledge and ability of financial computer systems.

Considerable knowledge of procedures relating to union negotiations, grievances and arbitrations.

Good management skills with knowledge of bidding procedures for insurance and major purchases.

Ability to effectively negotiate with outside vendors and insurance carriers.

Ability to devise and install new financial systems, forms and procedures.

Ability to effectively supervise the Assessor, accounting, payroll, treasury and other financial functions.

Ability to deal effectively and harmoniously with members of the Town government, various boards and commissions, subordinates, general public and outside agencies.

Ability to coordinate activities and motivate department staff and others.

REQUIRED EQUIPMENT OPERATION

Operates a personal computer and standard office equipment; drives an automobile.

REQUIRED PHYSICAL OPERATION

Must be able to sit at a desk or stand and work continuously, including operating a computer, for extended periods of time; lifting reports and office equipment to 25 pounds and utilizing file cabinet drawers.

QUALIFICATIONS

Graduation from an accredited college or university with an Bachelor's Degree in accounting or related field plus 5 years of experience in municipal government accounting, including 2 years of supervisory experience, or equivalent. CPA, CPFO preferred. Must be eligible for bonding in accordance with State Statutes.

Must possess a valid motor vehicle driver's license.