

FINANCE DIRECTOR

General Statement of Duties

Performs difficult professional and administrative work in planning, organizing and directing the financial management of the town.

Distinguishing Features of the Class

An employee in this class oversees the financial management of the town and the activities of the finance department. Work includes advising town officials on all financial matters. Work is performed in accordance with established municipal finance procedures, local ordinances, and the general statutes governing financial operations. Work requires strong management, organization, and accounting skills. Work is performed under the general supervision of the Town Manager and is evaluated through conferences, reports, and independent audit of financial records.

Illustrative Examples of Work

Directs the administration of accounting and financial reporting, employee accounting and financial system, internal auditing, revenue collections, risk management, investment management, and property control.

Coordinates, reviews and resolves an audit questions with external auditors.

Assists with insurance programs for the town.

Oversees the financial administration of grants.

Establishes and maintains all financial and accounting systems for the town.

Plans and directs the sale of municipal bonds and obtains bond ratings for the town.

Serves as administrator of the town pension system and directs related activities and investment of reserves for the payment of future benefits.

Assists in the financial planning and development of various town projects.

Prepares revenue projections.

Performs related duties as required.

Knowledge, Skills, and Abilities

Work requires thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures.

Work requires thorough knowledge of the principles and practices of accounting and budgeting in government.

Work requires thorough knowledge of the principles and practices of municipal purchasing

system and employee and general liability insurance administration.

Work requires thorough knowledge of the practices, methods and laws relating to municipal bond financing.

Employee must have the ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records.

Employee must have the ability to prepare informative financial reports.

Employee must have the ability to plan, organize, direct and evaluate the work of employees in the field of accounting.

Employee must have the ability to establish and maintain effective working relationships with other department heads and governmental officials.

Employee must have the ability to formulate long-range fiscal planning.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and read extensively.

Desirable Education and Experience

Master's degree in accounting, business administration or public administration and extensive experience in public finance administration at a supervisory level.

Fair Labor Standards Act (FLSA) Status

Exempt

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