

TOWN OF VOLUNTOWN

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 practice. Assists the First Selectman in preparing the annual operating and capital improvement budgets. Advises the Board of Selectmen regarding fiscal matters.

ESSENTIAL FUNCTIONS

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

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, boards, commissions, departments of Tax Collector, Assessor, Town Clerk, Treasurer, Recreation, Voluntown Public Library, Public Works, and Building and Planning.

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, 941Reports 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.

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 Worker's Compensation Program working closely with department heads and the insurance carrier.

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

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 Selectmen 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 government finances, municipal budgeting, payroll and data processing.

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

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

Through 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 to use financial accounting systems; ability to devise and install new financial systems, forms, and procedures.

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

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

Ability to effectively negotiate with outside vendors and insurance carriers.

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

Ability to work well with others, including members of the Town government, various boards and commissions, subordinates, general public, and outside agencies.

Ability to coordinate activities and to motivate department staff and others.

QUALIFICATIONS

Graduation from an accredited college or university with a bachelor's degree in accounting or related field including 2 years of supervisory experience, or equivalent. Recommended at least 1-2 years' experience in municipal government accounting. Must be eligible for bonding in accordance with State Statutes.

Must possess a valid motor vehicles license.

