

HADDAM FINANCE DIRECTOR JOB DESCRIPTION

Nature of Work and Primary Responsibilities

This position is appointed by the Board of Selectmen and is the town's CFO primarily responsible for the administration of the financial affairs of the Town. The Finance Director provides leadership, vision and direction in developing both long and short-term financial policies, procedures, and plans that support the town's financial goals and strategies.

This position manages the staff of the Finance Department. The position also organizes and directs the keeping of accounts, accounting systems, financial records, and supporting systems of Internal Controls of the town to ensure that accurate and timely data is provided as needed to all departments, offices, boards and commissions or external agencies. The Finance Director shall attend Board of Finance meetings as appropriate.

Other Responsibilities

(The Other Responsibilities and Examples of Work 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.)

Other responsibilities include training, supervision, evaluation and guidance of finance department staff. All personnel functions are conducted with the approval and direction of the First Selectman. Also, the administration of the Town municipal systems of budgeting, payroll, accounts payable, accounts receivable, grants management and related record keeping, risk management, fixed asset recording, debt insurance and management, external audit management and annual audit report preparation, the management of the town's health benefits fund, pension fund and purchasing administration. This position coordinates the Town's treasury management and investment functions in close conjunction and cooperation with the Town Treasurer

The position also is responsible for the preparation and on-going development of short term and long-range strategic planning in relation to the town's 10-year Capital Improvement Program and Capital Budget while working with the Capital Plan Committee by identifying capital projects and their various funding alternatives, including debt issuance, to be considered during the planning and approval period.

The Finance Director coordinates the year-end independent audit for the town; preparing various schedules, spreadsheets, and possibly financial statements and notes to the financial statements for use as supporting documentation for the external auditors and for use in the Town's Annual Report. This position reports directly to the First Selectman and work is performed under the direction of the First Selectman.

Examples of Work

The Finance Director works closely with department heads and other town officials to assist them in budget and fiscal concerns. The position prepares detailed financial information, schedules, statements and reports for the First Selectman which includes but is not limited to budget formation, including annual estimates of revenues and expenditures for each department by fund, tax rate analysis, and projections of fiscal year end fund balances along with providing related financial recommendations and guidance.

The Finance Director is expected to build and maintain strong relationships between elected and appointed town officials, town employees, and the general public.

The position also coordinates and manages favorable external business relationships with the varying contacts of the position, such as vendors, external auditors, attorneys, banking and financial institution representatives,

insurance providers and pension consultants, actuaries, bond counsel, debt agents, financial advisors, underwriters, credit rating agencies, and federal, state and local authorities/officials.

The Director will also assist in labor negotiations by providing related financial analysis and may be assigned to special projects and other duties as situations and issues dictate by the First Selectman.

The Finance Director is expected to be well informed and current on issues affecting the town, such as reporting requirements of the Governmental Accounting Standards Board (GASB) statements, and changes in Generally Accepted Accounting Principles (GAAP) as they apply to local governments.

The Finance Director is also expected to remain current and advise on changing economic conditions affecting local revenues and expenditures, changes in industry trends and practices, for example as recommended by but not limited to the Government Finance Officers Association (GFOA) and the state chapter of the GFOA (GFOA-CT). Continued professional development is important to the position and will be evidenced, in part, by membership (town paid) and active participation in the GFOA-CT.

Knowledge, Abilities, and Skills

- Thorough knowledge of core municipal finance practices: including budgeting, fund accounting, procurement, and governmental financial reporting.
- Thorough knowledge of debt issuance procedures and practices.
- Thorough knowledge of recommended municipal business and office practices.
- Excellent verbal and written communication skills, especially in public form.
- Knowledge of State and local government statutes, rules, ethics and similar recommended practices governing municipal finance employees and operations.
- Knowledge in developing, evaluating, maintaining and monitoring an effective internal control environment.
- Desirable experience in treasury administration and the municipal investment process.
- Desirable experience in Procurement practices in the public sector.
- Desirable experience in the professional development of staff, their work effectiveness and team efficiency in a municipal environment.
- Desirable experience with modern information systems, concepts, applications and controls.
- Skills in the planning and employment of municipal accounting and budgeting software.
- Sensitivity to working in a unionized work place.
- Ability to balance multiple demands; working in a team and independently to serve the public.

Education, Experience and Training

Education qualifications required would generally be acquired with a Bachelor's degree in accounting or some closely related field from an accredited college or university. A master's degree in business or public administration and/or designation as a Certified Public Finance Official from the GOFA is considered a plus.

At least five (5) years experience demonstrating progressively responsible work experience in municipal finance, including three (3) years supervisory experience or any equivalent combination of education, work experience and training.

Fringe Benefits

Excellent Health Insurance Packages, Life Insurance, Pension Plan, Paid Holidays, Paid Vacations, Paid Sick Leave

Closing Date: The closing date will be the date the 50th application/resume is received or **January 30, 2014**.

Physical and Other Requirements

The work is primarily of an intellectual nature but requires a variety of physical capabilities. The employee must occasionally lift and for move up to 10 pounds and rarely has to lift and/or move up to 25 pounds. This position requires the ability to operate a keyboard and calculator at efficient speed.

Nothing contained in this job description shall be deemed to include any of the statutory duties of the Treasurer.