

TOWN OF DURHAM

FINANCE DIRECTOR

Position Purpose:

The purposes of this position is to assure development, maintenance and oversight of the Town's fiscal stability by directing and administering the Town's municipal funds, accounting systems, accounting controls, purchasing controls, health benefits, payroll, pension, revenue controls, and preparation and monitoring of the municipal budget. The Finance Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office. Also performs a wide variety of special accounting, management and administrative responsibilities requiring an extensive knowledge of automated and manual accounting systems, budgeting techniques and the appropriate application of fund accounting so as to achieve mandated performance criteria and to manage the office.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies.

Supervision Given: Supervises the Accounting Clerk; developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Managerial, administrative, and other work is performed in moderately noisy or quiet office conditions. Coordination, reporting, and presentations are conducted in conference and in large meeting rooms.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes occasional contact with other municipal departments specifically department heads, and periodic contact with state agencies, bank officials, financial advisors, bond counsel, auditors, town attorney, other municipal finance directors, vendors and contractors and seldom contact with the general public; communication is frequently in person, by telephone, fax, email in writing or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.

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.)

- Plans, organizes, initiates, and directs comprehensive municipal finance system; develops short term and long range 5-year comprehensive financial plan with the 1st Selectman.
- Manages, administers, and coordinates finance office and staff, functions including payroll;

revenues, payables; reconciliation of bank statements, grant funding, processing and control; fixed assets; accounts and funds; preparation of weekly and monthly financial and budgetary reports to monitor expenditures and revenues.

- Actively involved with the day-to-day financial operations, including payroll posting, tax revenue posting, general journal postings and other postings as required.
- Prepares RFP bids as required; maintains compliance with the Town's Procurement Policy.
- Maintains compliance with Town Charter, Town Ordinances, Town Policies, and State Statutes.
- Maintains the Town's Unified Chart of Accounts and compliance with the State's annual filing with OPM.
- Performs accounting work in the recording and reconciling of Town revenues from the tax collector; and other sources maintaining accounting controls of town expenditures and purchasing procedures; monitoring and maintaining accounting controls of general ledger, fund accounting and general overall accounting system; reconcile reports from the treasurer.
- Assists in the development and formulation of the Town's annual operating and capital budgets; prepare budget forms and calculations for department heads; review and analyze various department, commission, and agency request for accuracy.
- Coordinates the year-end financial audit for the Town; prepares various schedules and spreadsheets for use in supporting documentation for the external auditors. Prepares Management Discussion and Analysis.
- Manages debt budget, assists with preparation of bond funding; monitors capital projects and prepares reports for reimbursements.
- Oversees administration of various insurance programs such as medical insurance, liability and property insurance, workers' compensation; work with brokers and agents to acquire quotes.
- Prepares financial analysis with the First Selectman and impact of labor negotiations.
- Acts as Administrator for the town's pension plan.
- Maintains payroll related Human Resource files; coordinates with the First Selectman's Office to assure compliance with Human Resource requirements.
- Coordinates with the Treasurer to assure that the record of revenues are in agreement with financial reports, banking procedures and investment policies are followed, insures funds are allocated to correct account
- Complies operating budgets received from department heads and reviews with the First Selectman for preparation of annual draft budget; presents draft budget with First Selectman to Board of Selectman and Board of Finance in preparation of final annual Town budget.
- Attends Annual Town Budget Meeting. Attends other Town Meetings as requested.
- Attends Board of Selectmen and Board of Finance meetings as requested; prepares packets for Board of Finance meetings.
- Works closely with all town departments in the development and maintenance of their budgets; provides financial reports to all town departments as needed.

Other Functions:

- Performs related work as required.
- Continues professional development.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a bachelor's degree in accounting or some closely related field with more than 5 years of increasingly responsible work experience preferably in finance experience, municipal experience preferred, including supervisory experience; or any equivalent combination of education, work experience and training.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of governmental accounting; thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance; knowledge of practices and principles of generally accepted government accounting principles; knowledge of state and federal laws and regulations related to municipal finance operations; knowledge of municipal budget procedures; working knowledge of overall municipal operations, cash management, pensions, payroll, insurance and health benefits.

Ability: Ability to develop short term and long range comprehensive financial plans and analysis; ability to oversee and maintain detailed and accurate records using data processing; ability to learn new computer technology; ability to collect, organize, analyze and interpret complex financial data; ability to establish and maintain effective working relationships with town staff and officials; ability to read and understand financial and legislative documents; ability to manage multiple priorities; ability to plan and prioritize department operations to meet established statutory deadlines; ability to assign, train, and supervise staff, ability to prepare and administer an operating budget for the department and town.

Skill: Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; highly proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail; skill in using the above mentioned office equipment; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff

Errors and Omissions:

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, use hands to finger and talk or hear; occasionally required to stand, walk, kneel, handle objects; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds and rarely has to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

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

Applicants should submit their cover letter and resume to First Selectman George Eames at geames@townofdurhamct.org