

## **HADDAM FINANCE DIRECTOR JOB DESCRIPTION**

### **Nature of Work and Primary Responsibilities**

This position is the Town's CFO and is primarily responsible for the administration of the financial operations 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.

This position reports directly to the First Selectman.

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**

Other responsibilities include the following:

- Training, supervision, evaluation and guidance of finance department staff.
- Management of the Town's accounting processes and system and related functions such as cash disbursements, cash receipt, purchasing, accounts receivable, grants management and related record keeping, risk management and capital asset recordkeeping
- Debt issuance and management
- Purchasing
- Pension fund accounting and reporting
- External audit management and annual audit report preparation including preparation of supporting schedules and necessary
- Investment management and treasurer functions
- Budget preparation
- Capital plan and budget preparation
- Preparation of financial reports or analysis as requested

### **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 Connecticut 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, and governmental financial reporting.
- Thorough knowledge of debt issuance procedures and requirements.
- 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.
- Experience in treasury administration and the municipal investment regulations and 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.
- Understanding of 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 from an accredited college or university.

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.

Salary dependent on qualifications.

We are an Equal Opportunity Employer.