TITLE: FINANCE DIRECTOR

GENERAL DESCRIPTION:

This is highly responsible administrative work involving the direction of a broad range of municipal finance functions.

Work involves responsibility for accounting, investing, data processing, auditing, assessment, tax collection, and purchasing functions. Duties include policy recommendation, departmental and municipal planning, and the direction and administration of departmental activities. This position is also invested with making the most difficult financial management technical decisions. The work requires that the employee have thorough knowledge, skill and ability in every phase of municipal financial management and good knowledge of the administration of all municipal functions.

SUPERVISION RECEIVED:

Works under the general direction of the Chief Administrator Officer.

EXAMPLES OF DUTIES:

- Drafts and recommends policy to the Chief Administrator Officer and plans for the implementation of financial goals and objectives.
- Directs the operations of the Finance Department through various division heads and evaluates and administers financial management programs such as accounting and financial reporting, budgeting, data processing services, cash management, internal and external auditing, purchasing, property assessment and tax collection.
- Directs and controls the expenditure of Town and Department fund allocations within the constraints of approved budgets.
- Analyzes financial markets and supervises the investment of Town funds in appropriate instruments.
- Coordinates the efforts of external auditors in their review of Town financial management.
- Confers with a wide variety of Town officials, boards, commissions, committees, community groups, insurers and the general public to provide information and to resolve problems and complaints.
- Provides cost savings based on industry best practices.
- Researches, analyzes and reports on a variety of administrative projects.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of municipal financial management principles and practices.
- Thorough knowledge of the principles and practices of public administration as applied to a wide range of municipal functions.
- Thorough knowledge of the laws, regulations and standards pertaining to municipal financial management.
- Thorough ability in the mathematics of financial management.
- Thorough ability in oral and written communications.
- Thorough ability to administer the activities of a municipal finance department and to supervise

the work of others.

- Thorough ability to develop short and long term development and operational plans and programs.
- Thorough ability to make difficult decisions within deadlines in an environment of professional standards, limited resources, and competing claims.
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, auditors, banks, contractors, officials of other agencies, and the general public.

QUALIFICATIONS:

A four year degree from a recognized college or university in economics or public or business administration or a related field, and training in governmental accounting plus eight years of progressively responsible governmental financial management experience including at least three years in a supervisory capacity, OR, an equivalent combination of education and experience substituting on the basis of one year of experience for each year of education.

SPECIAL REQUIREMENTS:

May be required to travel short distances on business.

Annual Salary: $102,000.00

Benefits include: Medical, Dental, paid vacation/sick time, 457 retirement plan, tuition reimbursement

To download the Towns application, go to www.townofstratford.com and got o job openings. Applications, cover letters and resumes should be submitted to: The Town of Stratford, 2725 Main Street, Stratford, CT 06615, Attn: HR Dept. or e-mail to mpancak@townofstratford.com. Will remain open until filled.