



**TOWN OF COLCHESTER/COLCHESTER PUBLIC SCHOOLS  
FINANCE DEPARTMENT**

**POSITION ANNOUNCEMENT  
NON UNION**

**Job Title:** Deputy Chief Financial Officer  
**Salary Range:** \$80,000-\$90,000 (dependent upon qualifications & experience)  
**Full-Time:** Monday-Friday, 8:00 a.m. – 4:30 p.m. (40 hours/week).  
**Closing Date:** Open until filled

**Job duties include:**

The Deputy Chief Financial Officer is a highly responsible position requiring strong financial management and analytical skills. This position assists the Chief Financial Officer (CFO) in all aspects of daily operations of the combined Finance Department. This position involves the performance of a wide variety of professional accounting and financial control functions for a combined Finance Department. The successful candidate will have excellent interpersonal skills, be detail oriented and highly organized, able to recommend and administer policies and procedures, and be proficient in Microsoft Word and Excel. Experience in MUNIS financial software preferred.

**Required Education & Experience:**

Bachelor's Degree in accounting, finance, public or business administration or a related field from an accredited college or university, supplemented by at least three (3) years of progressive experience in public or governmental accounting, or an equivalent combination of training and experience. Certified Public Accountant (CPA) and/or Certified Public Finance Officer (CPFO) preferred.

Applications must be submitted at [www.applitrack.com/colchester/onlineapp](http://www.applitrack.com/colchester/onlineapp) (select job openings listed under Finance). The Town of Colchester Employment application must be completed and uploaded in Applitrack along with a resume and cover letter.

EOE/AA