



**Town of Colchester and Colchester  
Board of Education  
Finance Department  
Town Finance Director**

**General Statement of Duties**

The overall Finance Department is responsible for maintaining all budgets, accounts and financial records of the Town and School District. This position oversees all aspects of daily operations of the Town's financial management. This is a highly responsible position requiring strong financial management and analytical skills. This position involves the performance of a wide variety of professional accounting and financial control functions for the Town.

**Terms of Employment**

Non-union; 12-month employee

**Supervisor**

Works under the direct supervision of the First Selectman.

**Supervision Exercised**

Oversees the operation of the joint Finance Department as it relates to the Town's financial management, including supervision of all department employees performing work for the Town.

**Essential Duties and Responsibilities:**

1. Directs the operations of the Finance Department to evaluate, administer and oversee the financial management of the Town. Specific functions include, but are not limited to: accounting and financial reporting, general ledger, budgeting, financial and capital planning, financial software, cash/investment management, debt management, accounts receivable, accounts payable, purchasing, payroll and grants. Working directly with the Human Resources department, other functions include risk management, contract and collective bargaining negotiations, benefits administration and workers compensation claims.
2. Supervises the daily activities of employees performing financial tasks for the Town, and prepares performance evaluations.
3. Develops internal control policies, guidelines, and procedures for activities such as budget administration, cash/investment management, accounting and payroll. Interprets and enforces policies and procedures.
4. Drafts and recommends policies, financial plans and goals for the overall Town to the First Selectman, and the Treasurer when applicable, and makes recommendations as appropriate to the various Town Boards and Commissions.
5. Attends Board of Selectmen and Board of Finance meetings as necessary.
6. Participates, as needed, in the development of all Town budgets, including Capital Improvement Plans, and oversees the administration of all such budgets once adopted.
7. Coordinates and oversees work with the external auditors associated with the preparation of year-end financial reports in accordance with Generally Accepted Accounting Principles (GAAP), including the compilation of data, preparing and entering journal entries.
8. Oversees the preparation and timely submission of a variety of internal and external financial reports including monthly, quarterly and annual reports for all funds.

9. Performs responsibilities of the Town Treasurer in the event of the absence of the Town Treasurer.
10. Trains and cross-trains departmental personnel in Town department operations and basic financial practices.
11. Perform such other duties as may be required and assigned by the First Selectman.

## **Required Knowledge, Skills and Abilities**

- Thorough understanding of the principles of government finance.
- Knowledge of the practices and procedures used in governmental accounting, including generally accepted accounting principles (GAAP), pronouncements of the Government Accounting Standards Board (GASB), relevant CT General Statutes regarding Town finances, and State Office of Policy & Management (OPM) financial reporting requirements.
- Ability to analyze financial statements and budget reports and develop projections.
- Strong verbal and written communication skills.
- Strong administrative and supervisory abilities.
- Comprehensive knowledge of various computer software programs, including Microsoft Office Suite with emphasis on Excel, and Adobe Acrobat, and various municipal finance systems with preference for experience with Tyler Technologies Munis.

## **Education and Experience**

1. Bachelor's degree in accounting, finance, public or business administration or a related field from an accredited college or university.
2. Minimum of five (5) years of progressively responsible experience in public or governmental accounting, at least three (3) years of which are in a supervisory capacity.
3. Certified Public Accountant (CPA) and/or Certified Public Finance Officer (CPFO) preferred.
4. Equivalent combination of training and experience to the above requirements will be considered.

## **Work Environment**

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

*Note: This description is illustrative of tasks and responsibilities.  
It is not meant to be inclusive of every task or responsibility.*