

TOWN OF HEBRON

FINANCIAL ADMINISTRATOR

The Town of Hebron is seeking qualified candidates for the position of Financial Administrator. Under the direction of the Finance Director the Financial Administrator performs research and analysis concerning the general operating, capital projects and special revenue budgets of the Town and maintenance of the general ledgers associated with all Town funds. Coordinates grant administration and provides assistance with cash management and financial reporting. Serves as backup for accounts payable and payroll functions.

The successful candidate should have the ability to use personal computers and Microsoft Office. The successful candidate should have a Bachelor's degree in Accounting or a related field or comparable experience and training and at least five years of experience and be familiar with the principles and practices of municipal accounting. Starting salary will be \$52,000.

Resumes should be sent to Andrew J. Tierney, Town Manager, Town of Hebron, 15 Gilead Street, Hebron, CT 06248. The deadline is Friday, January 10, 2014. More details and a job description are available at www.hebronct.com. The Town of Hebron is an equal opportunity employer.

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FINANCIAL ADMINISTRATOR

Position Purpose:

Under the direction of the Finance Director performs research and analysis concerning the general operating, capital projects and special revenue budgets of the Town government and maintenance of the general ledgers associated with all Town funds. Coordinates grant administration between and amongst all departments of the Town including certain grants for the Board of Education. Provides assistance with cash management in cooperation with the Finance Director. Provides assistance to Departments for financial reporting purposes. Serves as backup for the Town's accounts payable and payroll functions.

Supervision:

Supervision Scope: Reviews and analyzes the status of all funds, accounts and budgets. Maintains the Town's general ledger and cash management with direction from the Finance Director.

Supervision Received: Position receives general supervision from the Finance Director. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Provides oversight for the Accounting Clerk and assumes Finance Director responsibilities during the absence of the Finance Director.

Job Environment:

Administrative work is performed in a typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. The noise level in the work environment is usually quiet but may be moderately noisy in open office locations. May be exposed to dust and impact of the remittance from computer monitors.

Communicates effectively with other employees, superiors and the general public in written or oral form. Requires excellent customer service skills and a high level of resourcefulness.

Concentrates on detail and complex issues with some interruption, pressure and changing priorities.

S/he operates an automobile, standard office equipment, networked computers and related software applications to perform communications, research, analysis, reporting, accounting and transaction processing operations.

S/he has access to confidential Town-wide and employee information that requires the application of appropriate judgment, discretion and professional protocols.

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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.)

This position receives oral and written direction and work assignments as depicted from Finance Director. Plans and organizes work according to established, as needed or to standard office procedures. Establishes priorities within assigned tasks and must be able and willing to frequently multi-task or reassign work responsibilities as necessary.

- Maintains daily cash activity excel recap sheets and prepares cash flow analysis for Town and Board of Education cash requirements.
- Coordinates and produces daily coding of all other pooled departmental and state revenue (with exception of tax collection) respectively. This includes retrieval and verification of State ACH revenue.
- Posts all tax collection revenue to accounting ledger via financial interface.
- Provides monthly tax collection revenue reports to Tax Collector for balancing of all tax revenue collection.
- Creates, reviews, analyzes, verifies and enters financial transactions, including posting journal entries into the financial management system and maintains accounting records for all Town departments and funds. All entries are subject to review by the Finance Director
- Provides back-up support for accounts payable and payroll functions.
- Assists Town departments with questions regarding their accounts and funding requirements.
- Compiles and analyzes data and makes cost projections used for labor relations and budgetary purposes.
- Collects and analyzes data and cost information and prepares written reports and projects as assigned.
- Establishes and maintains all new ledger accounts and fund set-ups.
- Verifies cash deposit preparation in absence of Tax Collector or Assistant.
- Verifies and posts all Board of Education expense activity.
- Verifies accuracy of all Town vendor payments and payroll activity performed by Accounting Clerk.
- Makes decisions on proper budgetary account codes for those transactions which do not fit standard descriptions.
- Verifies bank Positive Pay compliancy, returned check issues, stop payment necessity, etc.
- Balances and maintains monthly bank reconciliations.
- Verifies, monitors and balances all bank account statements to Investment excel recap sheets and posts all interest earned to ledger accordingly.
- Assists Finance Director in research of competitive interest rates, monitors and invests funds accordingly after decision of Finance Director.

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- Assists Finance Director and Town Manager in preparation of financial reports, including monthly reports of budgetary status for all departments, the annual General Government Budget, the Capital Improvement Budget and Debt Service.
- Prepares a variety of financial and administrative reports as requested.
- Assists in conducting special studies or analyzes department operations and makes recommendations for improvement as assigned.
- Attends all Board of Selectmen and Board of Finance budget deliberation meetings during March, April and other meetings as required.
- Attends bi-weekly department head staff meetings.
- Establishes each annual fiscal year budget set-up in the accounting ledger.
- Performs each annual fiscal year close in the accounting ledger.
- Performs special assignments as directed by Finance Director.
- Performs certain other duties of the Finance Director when necessary.
- Maintains files for all grants issued to the Town and administers various grants as directed for cash draw-downs, quarterly grant reporting and general ledger recording.
- Prepares statistical and narrative reports on state and federal grants for the various oversight agencies, town staff and officials.
- Maintains and performs fiscal year end State required Retention Schedule of financial records.
- Performs all annual state mandated fiscal year end reporting; (i.e. Dog Fund Report).
- Assists Finance Director heavily with annual fiscal year end audit. Prepares various reports and schedules required for the annual audit process.
- Assists Finance Director with financial system enhancements.
- Performs related work as required.

Physical and Mental Effort:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee frequently is required to focus on complex detailed data and information for extended periods of time and periodically move from his/her desk and computer display to other parts of the office and building to talk or listen; frequently required to use his/her hands and fingers for computer work, writing on and manipulating papers; is required to feel objects, tools and controls and to reach with arms and grasp with hands; The employee must occasionally lift and or move up to 20 pounds.

Specific vision abilities required include close, medium distance, peripheral and color vision and the ability to adjust focus; ability to operate a keyboard, computer systems and calculator accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Memory to perform multiple and diverse tasks over long periods of time and the ability to remember information that has been read, studied or previously learned; Ability to use knowledge and reasoning to solve problems; Ability to learn and apply new information, technology and legislation applicable to municipal operations; Ability to distinguish between public and confidential information and handle appropriately.

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Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally all be acquired with a Bachelor's Degree in Accounting, Administration or some closely related field; OR comparable experience and training. Governmental Accounting training and experience preferred.

Special Requirements: None.

Knowledge, Ability and Skill:

- *Knowledge:*
 - Ability to acquire knowledge of municipal government operations.
 - Knowledge of Generally Accepted Accounting Principles as they apply to municipal accounting practices.
 - Knowledge of Treasury Management policies and procedures.
 - Knowledge of payroll processing and quarterly/annual payroll report filing requirements.
- *Ability:*
 - To prepare and monitor an operating budget.
 - To analyze and interpret financial information and statistics and make projections from same.
 - To meet deadlines.
 - To prepare financial reports.
 - To deal effectively with Town staff, officials, outside auditors, citizens and State and Federal officials.
 - To acquire knowledge of administrative laws, government regulations and governmental accounting standards.
- *Skill:*
 - To use data base management methods and techniques for recordkeeping and analytical purposes. Establishes and maintains various records and excel spreadsheets including some confidential information. Position must be proficient with advanced excel expertise, computer operations and word processing.
 - Ability to use a personal computer and to understand data processing applications related to governmental budgeting and accounting.
 - To maintain files and records and to make mathematical calculations using a calculator.

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