

TOWN OF HEBRON
FINANCE DIRECTOR

The Town of Hebron is seeking qualified candidates for the position of Finance Director. This position plans, organizes and supervises the accounting, payroll and purchasing operations of the town; prepares supporting data for the annual operating and capital improvement budget recommendations; and performs Treasurer duties as specified by statute and the Town Charter. This position oversees the Assessment and Revenue Departments. The position is responsible for providing assistance to the external auditors. The successful candidate should have the ability to use personal computers and Microsoft Office. The position reports to the Town Manager.

The successful candidate should have a Bachelor's degree and at least five years of experience and be familiar with the principles and practices of municipal accounting. Starting salary range will be commensurate with experience.

Resumes should be sent to Andrew J. Tierney, Town Manager, Town of Hebron, 15 Gilead Street, Hebron, CT 06248. The deadline is Friday, November 30, 2012. More details and a job description are available at www.hebronct.com. The Town of Hebron is an equal opportunity employer.

FINANCE DIRECTOR

Position Purpose:

The purposes of this position are to assure development and maintenance of the Town's fiscal stability, to develop and maintain a high assessment of the Town's financial condition by recognized review authorities, to manage, provide for and conduct the Town's finances and financial operations and perform as the Town Treasurer so as to produce public confidence in the integrity of the Town's financial representations, and to provide high levels of supporting financial services so that operational managers with fiscal responsibilities can oversee and manage their resources efficiently and effectively. The Finance Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and manages all financial systems, debt financing, fixed assets, information technology projects, risk management, purchasing operations and operating procedures; reviews and analyzes the status of all funds, accounts and budgets; develops, initiates and maintains appropriate financial and procedural controls consistent with legal and other prudent requirements; creates and implements policies as approved by the Board of Selectmen.

Supervision Received: Works under the direction of the Town Manager and according to requirements of the State of Connecticut and professional standards of the Government Accounting Standards Board, Generally Accepted Accounting Principles, Government Finance Officers Association and in cooperation with the Town's auditors, the Board of Selectmen, the Board of Finance, and the Town Manager. The position is subject to review and evaluation according to the Town's personnel policies and procedures.

Supervision Given: Provides oversight for the offices and operations of assessing and revenue collections, accounting, and expenditures; supervises directly, and consistent with the statutory requirements of their offices, the Assessor, and the Revenue Collector; evaluates their performance according to the Town's personnel policies and procedures

Job Environment:

Managerial, administrative and other work is performed under typical private and semi-private office conditions and in any office where financial tasks and operations are conducted. Coordination, reporting and presentations are conducted in conference and in large meeting rooms. The noise level in the work environment is usually quiet but may be moderately noisy in open and field office locations.

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

S/he makes frequent and periodic contact with other municipal departments and boards, state and federal agencies, vendors, attorneys and occasionally the general public. Communication is frequently in person, by telephone, fax, e-mail, in writing, standard and special reports; contacts require excellent customer service skills and a high level of persuasiveness and resourcefulness to influence positively the behavior of others

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

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.)

- Oversees and has responsibility for financial activities according to legal and professional requirements, including the maintenance of accounts and financial records; cash and debt management, purchasing and accounts payable, payroll operations, accounts and taxes receivable, budgeting and funding issues, insurance and pension programs.
- Directs the financial management of the Town including the direction and supervision of the offices of Accounting, Assessor and Revenue Collector; assures that all financial operations, procedures and documentation are timely, accurate and complete; provides leadership, vision, supervision, coaching and mentorship to direct reports and others within the financial offices as appropriate.
- Oversees and provides for effective and efficient use of the available automated electronic financial information systems, their security controls, their communications and electronic data exchange capabilities to accomplish his/her responsibilities; assists the Town Manager Office with other Town technology needs and proposes procedural or administrative changes as warranted.
- Prepares and maintains the Town's chart of accounts and financial systems to provide for the adequate segregation of funds according to their discrete purposes, the maintenance of sufficient budgetary and accounting detail so as to promote the use of an efficient, single, integrated, unified budgetary/accounting system that aids managers in the conduct of division/departamental operations, staff in the proof and documentation of their work, and provides the capacity to determine the costs for and revenues from services; all shall be within security parameters so that appropriate checks and balances amongst the functions are developed and maintained .
- Oversees the preparation and maintenance of the Town's debt authorizations, indebtedness, and payment schedules; administers and performs required reporting; analyzes and reports as required the Town's borrowing capacity and the appropriate balance between debt and carrying capacity; prepares and provides for the preparation of the actions - and applicable wording – to be taken by the Town to properly authorize and fully discharge all temporary, anticipatory and long term borrowing

- Performs treasury administrative work including investments, forecasts cash requirements, assures required cash availability for payroll and other payments
- Assists the Town Manager and the division/departmental managers with the preparation and management of the annual operating, capital and other budgets utilizing unified integrated automated resources so as to minimize the work required to review and compare historical operations and trends, associate and present justifications for funding requests for operating, capital and other budgetary items and provides for the efficient integration of the essential information into the budgetary accounting system; all shall be according to an approved cohesive unified management philosophy such as strategic plans and initiatives, program, departmental and line item budgeting and as may be rendered consistent with the requirements of the Board of Selectmen
- Provides for efficient and cost effective processes for the procurement of goods and services by the Town, its operating departments and employees according to policy and legal requirements; administers significant regional and Town purchasing contracts
- Provides staff support for the Board of Finance and other committees as required
- Ensures the smooth, efficient and effective working relationships amongst all of the financial offices and with other Town and School departments

Other Functions:

- Assists with the preparation with the financial authorizations and votes
- Provides staff support to the Capital Improvement Planning Committee
- Oversees and reviews the application for, the receipt and the administration of grants in aid
- Prepares and manages the Town's risk management policies and programs
- May assist with the conduct of confidential negotiations and the preparation of related financial projections and reports
- May serve as the Acting Town Manager in the Manager's absence
- Performs similar or related work as required or as the situation dictates

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 and computer systems accurately and rapidly; must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

Minimum Required Qualifications:

Education Training and Experience:

Applicants for this position must have a bachelor's degree in finance, accounting, public or business administration or a related field from an accredited institution and more than five years of progressively responsible experience in financial administration and management including at least three years of supervisory experience or an approved equivalent of education and experience; a CPA or a master's degree in finance or public administration and municipal finance experience are preferred; applicants and incumbents must have no felony convictions and be capable of being bonded; incumbents must have and maintain a valid driver's license

Special Requirements: None.

Knowledge, Ability and Skill:

Knowledge: Incumbents must have a thorough knowledge of the principals and practices of municipal finance, the references to relevant statutory and other governmental accounting requirements and professional standards, and current best management and supervisory practices

Ability: An advanced ability to analyze and interpret financial data, information and statements and to present findings clearly and concisely in writing, orally and in presentations; strong supervisory capabilities and the ability to develop and maintain cohesive mutually supportive work teams; ability to develop and maintain effective working relationships with peers, other employees, citizen boards, and with other governmental agencies; highly developed ability to concentrate and master the meaning and implications of financial details, records and reports

Skill: Highly proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail; skilled in working with a broad range of people, talents and capabilities

(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.)