



## **Town of Deep River Job Opening**

**Title: Finance Director**

**Department: Finance**

**Salary Range: \$95,000 to \$120,000**

**Date: March 2025**

---

### **Position Summary/Purpose:**

The purposes of this position are to assure development and maintenance of the Town's fiscal stability by directing and administering the Town's municipal funds, accounting systems, accounting controls, purchasing controls, health benefits, payroll, pension, revenue controls, risk management, cash management, investment planning and administration, and preparation and monitoring of the municipal budget. Act as Chief Financial Advisor to the First Selectman, Board of Selectman, and the Board of Finance. The Finance Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The work is performed under the direction of the First Selectman

### **Essential Job 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.**

- Plans, organizes, initiates, and directs comprehensive municipal finance system; develops short term and long range comprehensive financial goals; prepares appropriate financial reports and makes appropriate presentation of town's overall finances. Assure internal controls and standards comply with GAAP, regulatory and GFOA practices.
- Manages, oversees, and administers functions to include payroll and payroll reporting, pension payments and tax payments; revenues reconciliation; accounts payable; reconciliation of bank statements, grant funding, processing, and

control; fixed assets; chart of accounts and funds; cash management and investments; preparation of weekly and monthly financial and budgetary reports to monitor expenditures and revenues.

- Supervises staff members handling accounts payable, payroll and accounts receivable.
- Performs accounting work in the recording and reconciling of Town revenues from the tax collector; and other sources maintaining accounting controls of town expenditures and purchasing procedures; monitoring and maintaining accounting controls of general ledger, fund accounting and general overall accounting system.
- Accepts revenue from all Town departments.
- Assists First Selectman in the development and formulation of the Town's annual operating and capital budgets; prepare budget forms and calculations for department heads; review and analyze various department, commission, and agency requests for accuracy.
- Coordinates the year-end financial audit for the Town; prepares various schedules and spreadsheets for use in supporting documentation for the external auditors. Implement and report GASB and OPEB requirements as prescribed by auditors.
- Manages debt budget, assists with preparation of bond funding, manages bond accounts, prepares documents for bond sales and bond rating; monitors capital projects and prepares reports for reimbursements.
- Prepares, applies, processes, and manages state and federal Town grants; assists Town department heads and other officials in preparing financial and other information for various government grants; prepares grant reimbursement documentation.
- Oversees fiscal administration of various insurance programs such as medical insurance, liability and property insurance, workers compensation; work with brokers and agents to acquire quotes including the administration of pension/401A programs.
- Prepares financial analysis and impact of labor negotiations. Coordinates with the Treasurer and Board of Finance to ensure banking procedures, debt management, cash management and investment policies are followed.
- Acts as Plan Administrator for Town's pension plans. Works with pension advisors and the Board of Finance in evaluating fund performance.
- Assists and or directs the procurement of purchased services including but not limited to utilities and fuel.

- Prepares and administers operating budget for department; presents budget to the First Selectman, Board of Selectman and Board of Finance. Attends all meetings as required.
- Submits oral and written statistical, narrative, and financial reports and filings to Town officials and state agencies as needed.
- Performs similar or related work as required, directed or as situation dictates.
- Continues training and professional development as required.
- Assists other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

- Graduation from an accredited college or university with a bachelor's degree with a major field of study in Public Business Administration, Accounting, Finance, or a closely related field.
- Ability to obtain certification as a Certified Public Finance Officer (CPFO) through Government Finance Officers Association (GFOA) preferred.
- Ten (10) years of increasing responsible experience in public business administration, finance, or accounting, including a minimum of five (5) years supervisory experience at a unit or division level.
- Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

**Special Requirements:**

- CPA or master's degree preferred.
- Valid CT driver's license
- Ability to pass a background check is required.

**Knowledge, Ability and Skill:**

*Knowledge:* Comprehensive knowledge of governmental accounting; thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance; knowledge of practices and principles of generally accepted government accounting principles; knowledge of state and federal laws and regulations related to municipal finance operations; knowledge of municipal budget procedures; working knowledge of overall municipal operations, cash management, pensions, payroll, debt management, insurance and health benefits.

*Ability:* Ability to develop short term and long range comprehensive financial plans and analysis; ability to oversee and maintain detailed and accurate records; ability to collect, organize, analyze and interpret complex financial data; ability to establish and maintain effective working relationships with town staff and officials; ability to read and understand financial and legislative documents; ability to manage multiple priorities; ability to plan and prioritize department operations to meet established statutory deadlines; ability to assign, train, and supervise staff, ability to prepare and administer an operating budget for the department and town.

*Skill:* Excellent verbal and written communication skills; aptitude for working with people and maintaining effective working relationships with various groups; highly proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail; skill in using the mentioned office equipment; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff; strong presentation and influencing skills. Proficient in Microsoft Office and Municipal Accounting systems.

### **Supervision:**

*Supervision Scope:* Performs responsible duties requiring independent judgment and initiative in planning, organizing, and directing the work of the office. Also performs a wide variety of special accounting, management and administrative responsibilities requiring an extensive knowledge of automated and manual accounting systems, budgeting techniques and the appropriate application of fund accounting to achieve mandated performance criteria and to manage the office. Supervises finance department staff and other departmental staff relating to finance and budgetary procedures.

### **Physical Requirements**

The Physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak, hear, sit, stand, and walk bend, twist, stoop and climb stairs to various levels. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand- eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations. Generally, the employee works in a safe environment with minimal risk of any unsafe conditions.

The Town of Deep River is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Company will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.