



Town of Suffield Job Posting

Position: Director of Finance
Posted: January 13, 2022
End Date: February 10, 2022

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Director of Finance. Responsible for maintaining the fiscal records and systems of the Town of Suffield, developing and monitoring the operating and capital budget under the direction of the First Selectman, and overseeing all financial operations, including strategic long-term financial planning and execution. Performs a variety of complex technical, supervisory, and professional functions of the Finance Department. Serves the residents of Suffield in a customer-oriented manner that helps promote a positive, and professional image for the Town government.

Supervision Received:

Reports to the Board of Finance and the Board of Selectmen. Coordinates with the First Selectman and Treasurer to serve the best interest of the Town of Suffield.

Supervision Exercised:

Supervises all employees of the Finance Department.

Essential Duties and Responsibilities:

1. Direct and supervise the selection, training, assignment, scheduling, evaluation, and discipline of employees performing finance functions; administer personnel rules and regulations and collective bargaining agreements for subordinates under his/her jurisdiction.
2. Plan, supervise and evaluate Finance Department operations.
3. Develop and assist the Board of Finance in developing policies and procedures necessary to ensure efficient operation of the Finance Department and implement directives from the First Selectman, Treasurer, and Board of Finance.
4. Assist the Board of Finance in developing, maintaining, and updating the Town of Suffield's short and long-term financial planning under policies established.
5. Prepare and update short and long-term financial forecasts evaluating the potential effect of current and changing policies on long-term financial stability with the Treasurer.

6. Coordinate with the Board of Selectmen and Board of Finance to develop a 5-year budget forecast, and update as changes in assumptions arise with the Treasurer.
7. With the Treasurer, develop and recommend financial plans, policies, finance-related ordinances, and resolutions; provide financial advice and recommendations to Board of Finance and First Selectman.
8. Ensure compliance with local, state, and Federal laws; develop and maintain internal control procedures to maintain appropriate financial and accounting standards.
9. Monitor revenues and expenditures to ensure sound fiscal control; oversee the central computerized financial and management information system of the Town of Suffield and the posting and reconciliation of accounts. Support town department heads on training and procedures for the use of financial systems and regular forecast reporting requirements to the First Selectman and Board of Finance.
10. Oversee and participate in the preparation of a comprehensive annual financial report.
11. Prepare bank reconciliations, review and prepare journal entries, review and coordinate the purchasing functions; call for price quotations; confer with sales representatives and vendors; establish schedules for purchases; prepare and request formal bids.
12. Assist in preparing the annual Town of Suffield budget; preparing and presenting a proposed annual departmental budget; implement adopted department budget.
13. Meet quarterly or as needed with each department head on their operations relative to the budget.
14. Provide monthly projections of full-year revenues and expenses throughout the year versus the annual budget approved at town meeting and discuss any challenges with budget estimates.
15. Provide to Board of Finance year-end budget to actual results and any transfer recommendations based on individual department budget variances.
16. Review and make recommendations on Board of Finance policies.
17. Work with the bond advisor on long-range debt planning and make recommendations on structuring Suffield's capital/debt planning relative to the Town's Advisory Commission on Capital Expenditures, multi-year recommendations and other projects approved by the Town.
18. Act as primary town liaison with Advisory Commission on Capital Expenditures.
19. Provide reconciliation of medical insurance expenses for the Board of Selectmen, Board of Education, and WPCA and work with human resources on benefits strategic planning to manage costs
20. Address and remediate any issues that come to light as part of the annual audit, fraud risk assessment or other audits of controls.
21. Prepare financial statements; coordinate activities with other departments as needed; serve as financial advisor to all department heads; oversee the annual municipal audit.
22. Direct and oversee all financial operations, including accounts payable, payroll, accounts receivable, financial reporting and asset inventory, borrowing, and public finance.
23. Direct the development and maintenance of systems, records, and documents that provide the proper evaluation, control, and documentation of Town of Suffield's

financial activities and operations, including all records and reports required by State and Federal law as well as reporting requirements to support grants and other outside revenue sources.

24. Prepare, submit, and present narrative and statistical reports to the First Selectman and Board of Finance. Attend meetings of the Board of Finance and other appropriate committees, commissions, and legislative bodies.
25. Represent Town of Suffield at various meetings, functions, and events; serve as liaison to various civic or governmental organizations, committees, task forces, boards, and commissions; communicate regularly with local officials and school board members, and provide information about Town of Suffield operations and projects.
26. Maintain positive working relationships with municipal and school officials, community groups, and the public regarding Town of Suffield financial operations; ensure prompt and cordial responses from appropriate subordinates to civilian inquiries. Support the exploration, analysis and recommendation of streamlined and shared services among Town of Suffield departments, other municipalities and the Board of Education
27. Attend seminars and conferences, and participate in professional, financial management, and public administration activities to remain current on developments in relevant fields.
28. Identify and pursue funding and other resources; direct, review, and draft as necessary; approve grant proposal packages; assist in preparing, reviewing, and administering vendor contracts and agreements.

Other Job Functions:

1. Perform other related work as assigned.

Minimum Qualifications:

Education & Experience:

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in Public or Business Administration, Accounting, Finance, or a closely related field.
2. Five (5) years of increasingly responsible experience in public or business administration, finance, or accounting, including a minimum of three (3) years supervisory experience at a unit or division level.
3. Certified Public Finance Officer (CPFO) certification through Government Finance Officers Association (GFOA) preferred.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills and Abilities:

1. Thorough knowledge of governmental accounting principles and practices, including working knowledge of budgetary, accounting, and reporting systems and standards such as GAAFR, GAAP, and GASB.
2. Thorough knowledge of principles and practices of public administration.

3. Thorough knowledge of the principles and practices of municipal finance and fiscal planning.
4. Considerable knowledge of internal control procedures and management information systems.
5. Considerable knowledge of office automation and computerized financial applications.
6. Considerable knowledge of payroll and accounts payable functions.
7. Skill in financial and human capital management.
8. Skill in the use of a personal computer, including Munis and Microsoft Suites.
9. Ability to plan, organize, direct, coordinate, and evaluate work of departmental activities.
10. Ability to compose clear and correct written correspondence and financial reports; effectively present information verbally and respond to questions from groups of public officials, managers, vendors, taxpayers, and the general public.
11. Ability to prepare and analyze complex financial reports.
12. Ability to maintain efficient and effective financial systems and procedures.
13. Ability to read, analyze and interpret general business and financial periodicals, professional journals, technical procedures and government regulations.
14. Ability to establish and maintain effective working relationships with subordinate employees, local and State government officials, and the general public.

Special Requirements:

1. Valid, active Motor Vehicle Operator's license preferred.
2. Must submit to pre-employment drug and alcohol testing as well as fitness for duty testing, background, financial and criminal investigation.

Tools and Equipment Used:

This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.

Physical Demands:

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

While performing the essential functions of this job, the employee is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl and taste or smell.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, postage machine, printers and fax machines. The noise level in the work environment is usually quiet.

General Guidelines:

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

Travel:

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

EEOC Statement:

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

Hours:

This position is at will.

This is a full-time thirty-five (35) hours per week position. Hours of work and days are currently Monday - Thursday 8:00am - 4:30pm and Friday 8:00am - 1:00pm. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work, and weekend work as job duties demand.

Compensation and Benefits:

\$110,000 - \$130,000 annual salary commensurate with experience, benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental and

Vision Insurance • Defined Contribution Plan with Town Match • Short-Term Disability, Long-Term Disability and Life Insurance.

How to Apply:

Applications can be found on the town web page at www.suffieldct.gov under town departments/Human Resources. Submit application along with resume by closing date of posting. Mail or email application and resume to: Town of Suffield, Attention: Shannon Jendrysik, Human Resources Department, 83 Mountain Rd, Suffield, CT 06078 sjendrysik@suffieldct.gov

*The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the
position or process*