



## **Town of Suffield Job Posting**

**Position: Assistant Director of Finance**  
**Post Date: March 27, 2024**  
**End Date: Open Until Filled**

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserve 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.

A full-time Assistant Director of Finance position is available in the Finance department. In this role, you will perform responsible technical, governmental accounting, finance, administrative, and supervisory functions to maintain the fiscal records and systems of the town. Supervise the accounts payable, accounts receivable and payroll, functions. Coordinates staff work procedures, assignments, schedules, and workloads; trains motivates, and evaluates assigned staff; reviews progress and directs changes as needed.

We are seeking a detail-oriented, professional leader who is passionate about teamwork and creating a pleasant culture for our internal and external customers. If this sounds like you, we would love to meet you!

### **Compensation and Benefits:**

The starting salary range is \$75,000 - \$90,000 annually, depending on experience and qualifications. Town employees enjoy a comprehensive benefits package that includes but is not limited to Thirteen Paid Holidays • Paid Sick and Vacation Days • Medical, Dental, and Vision Insurance • Defined Contribution Retirement Plan with Town Match • Town Paid Life Insurance, Short and Long-Term Disability Insurance • Employee Assistance Program • Voluntary Insurance options include Accidental Injury, Hospital Care and Critical Illness.

### **Supervision Received:**

Works under the general supervision of the Director of Finance.

### **Supervision Exercised:**

Supervises accounting specialist positions (2).

### **Essential Duties and Responsibilities:**

1. Oversees the finance department in the absence of the finance director.
2. Oversees the maintenance of comprehensive general and subsidiary ledgers; journal entries, and inter-fund transfers in accordance with generally accepted accounting principles for

municipalities; implements and maintains internal accounting controls to ensure the accuracy and integrity of financial records of the town.

3. Acts as backup for accounts payable and payroll as necessary.
4. Oversees and routinely reviews entries of accounts payable, accounts receivable, payroll records, and related financial forms and data to ensure accuracy and conformance with established policies and procedures.
5. Reconciliation of accounts, research, problem-solving, and resolving all outstanding items
6. Reviews and approves documentation of cash disbursements for payroll and vendor warrants.
7. Assists with preparing the town budget; prepares elements of the budget document; attends various meetings, including departmental and town council meetings; reviews accounts; prepares various comprehensive analyses and reports; and performs costs/benefits analysis.
8. Prepares financial statements and year-end reports for audit purposes; performs internal audits as required
9. Prepares and reviews financial reports and analysis; provides financial information to finance director, grantor agencies, and other town departments as needed.
10. Stays current with current best practices and makes recommendations to improve efficiencies and financial performance.
11. Assists in debt management program, including preparation of debt financings and rating agency documentation.
12. Reviews purchase orders and ensures town procurement policy is being followed.
13. Maintenance of fixed asset system
14. Assists the finance director in establishing and maintaining procedures and controls for custody of all town funds to assure security and proper utilization and reporting of funds.
15. Serve as a resource to internal customers as it relates to the operation and utilization of MUNIS, develop and recommend process improvements in department operations, and Provide financial information and advice to department directors.
16. Assists in the preparation of federal and state financial reports.
17. Assist in administration of liability and workers compensation insurance.
18. Communicate problems, issues, or concerns to the finance director to facilitate resolution efficiently.
19. Prepares and maintains records and reports for the town's defined benefit, defined contribution, and other post-employment benefit programs.
20. Participates in meetings, seminars, and training sessions; serves as a member of various employee committees.
21. Assists in the development of finance-related ordinances and resolutions.
22. Work independently and will receive guidance and general supervision from the Director of Finance.
23. Maintain positive working relationships with municipal and school officials, community groups, and the public regarding the Town of Suffield's 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 the Town of Suffield departments, other municipalities, and the Board of Education.
24. Attend seminars and conferences and participate in professional, financial management, and public administration activities to remain current on developments in relevant fields.
25. Special projects as assigned by the Finance Director.

### **Other Job Functions:**

1. Perform other related work as assigned.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of computers (Microsoft Products), creation, and use of spreadsheets, email, and Munis (preferred) for financial budgeting, payroll, and recordkeeping.
2. Knowledge of governmental accounting principles and practices.
3. knowledge of municipal budgeting and municipal finance; knowledge of accounts receivable, accounts payable, and payroll functions.
4. Knowledge of fixed asset management, municipal purchasing practices, policies, and procedures
5. Ability to train and supervise subordinate staff.
6. Ability to conduct complex analysis concerning accounting and financial issues.
7. Ability to prepare proposals and implementation of plans that address identified problems and issues.
8. Ability to work collaboratively and maintain effective working relationships with other employees, town officials, and the general public.
9. Ability to effectively communicate and undertake various assignments and self-initiated activities.

### **Minimum Qualifications:**

1. Bachelor's Degree from a four-year accredited college or university in Accounting; and at least three years of related experience in governmental accounting, including experience with fund accounting and/or training; one year of which must be in a supervisory capacity; or any equivalent combination of education and experience that provides a demonstrated ability to perform the duties of the position.
2. A Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation is preferred but not required.
3. Experience with Munis is preferred

### **Special Requirements:**

1. Valid, active Motor Vehicle Operator's license preferred.

### **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 essential functions.

Must be able to sit at work station for extended periods. While performing the duties of this job, the employee is frequently required to communicate with others in person and over the telephone. Must have the ability to bend and reach to retrieve and replace files in filing cabinets. Must be able to enter information accurately into the computer and maintain manual records. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and Ability to adjust focus to inspect documents, read written instructions, and verify data.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, printers, 10-key calculators, phones, copy machines, postage, 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 as the employer's needs 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 for conferences and seminars may be expected.

**EEOC Statement:**

It is the policy of the Town of Suffield to provide equal employment opportunities 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 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:**

The position is a full-time. The standard work week is thirty-five (35) hours per week. Town Hall hours of operation are Monday - Thursday, 8:00 am - 4:30 pm, and Friday, 8:00 am - 1:00 pm. The position may require hours beyond those scheduled, including occasional attendance at evening board of finance meetings.

**How to Apply:**

Applications can be found on the town website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr).

Please submit an application and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or mail to the Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078.

*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.*