



**Town of Suffield
Job Posting**

Position: Assistant Director of Finance
Post Date: March 16, 2023
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.

The Town of Suffield seeks qualified applicants for the Assistant Director of Finance position. This position is responsible for performing bank and fund reconciliations, preparing financial and statistical data, recording transactions, fixed asset management, purchasing functions, and other accounting tasks as required. The position is fifteen (15) hours per week and reports to the Director of Finance. The department director will determine the hours of work. The Town Hall hours of operation are Monday through Thursday, 8 am to 4:30 pm, and 8 am to 1 pm on Friday.

Supervision Received:

Works under the general supervision of the Director of Finance.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

1. Reconciliation of accounts, research, problem-solving, and resolving all outstanding items
2. Maintains inventory and management of fixed assets
3. Prepare and review journal entries, budget forecasting, and analysis
4. Serve as a resource to internal customers as it relates to the operation and utilization of MUNIS and develop and recommend process improvements in department operations
5. Special projects as assigned by the Finance Director
6. Review and coordinate purchasing functions,
7. Coordinates purchasing activities
8. Obtain price quotations and confer with sales representatives and vendors
9. Prepare requests for formal bids, review specifications with submitting departments
10. Establish standard bid documents, assist with the preparation of required forms, and maintains bid files
11. Services Performance Bonds and Certificates of Insurance
12. Work independently and will receive guidance and general supervision from the Director of Finance

Other Job Functions:

1. Perform other related work as assigned.

Knowledge, Skills, and Abilities:

1. Experience with accounting and or financial analysis
2. knowledge of fixed asset management;
3. Thorough knowledge of computers (Microsoft Products) with the ability to perform word processing, creation, and use of spreadsheets, email, and Munis (preferred) for financial budgeting, payroll, and recordkeeping.
4. Must have knowledge of municipal purchasing practices, policies, and procedures
5. ability to do difficult mathematical computations

Minimum Qualifications:

1. Bachelor's Degree in Business Administration or related field.
2. Experience or education in accounting, financial analysis, purchasing/materials management plus five (5) years of progressively responsible work or the equivalents of education and experience.

Special Requirements:

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.

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, copiers, postage, 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 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.

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.

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 part-time, fifteen (15) 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. The Director of Finance will determine hours.

Compensation and Benefits:

\$37.00 to \$38.90 per hour. This position is considered casual employment and not eligible for benefits.

How to Apply:

Applications can be found on the town website at suffieldct.gov/departments/hr.

Please submit an application and resume by email to 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*