



Town of Suffield Job Posting

Position: Director of Finance (Revised Posting)

Posted: 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.

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 various 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.

We are seeking a detail-oriented finance professional who is passionate about leading a team 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 \$130,000 – \$150,000 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:

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.

Supervision Exercised:

Supervises the Assistant Director of Finance and two accounting specialists.

Essential Duties and Responsibilities:

1. Serve as the Town's principal financial officer responsible for the overall administration and management of the financial operations of the Town in all areas of financial management,

including accounting, financial reporting, financial planning and analysis, cash management, budgeting, payroll, accounts payable, accounts receivable, retirement plans, investment portfolio management, insurance, and risk management, capital and debt planning, bonding, audits, and procurement.

2. Evaluate, design, and implement the financial controls to ensure the safeguarding of Town assets.
3. Plan, supervise, and evaluate Finance Department operations to ensure compliance with policies and efficient, comprehensive finance operations, including financial reporting, accounting, accounts payable, payroll, accounts receivable, fixed asset accounting, banking, cash management, borrowing, and public finance.
4. Oversee and manage the central computerized financial and management information system (MUNIS) of the Town of Suffield and the posting and reconciliation of accounts, including maintaining the chart of accounts, generating reports, managing the year-end reporting and close-out process, ensuring system security and appropriate user access.
5. Work closely with the Treasurer to ensure banking and cash management operations are managed efficiently, and Town funds are appropriately invested.
6. In collaboration with the First Selectman and Board of Finance, lead the annual budget development process from department submission through Town Meeting approval.
7. Develop and assist the Board of Finance in developing policies and procedures necessary to ensure the efficient operation of the Finance Department and implement directives from the First Selectman, Treasurer, and Board of Finance.
8. Assist the Board of Finance in developing, maintaining, and updating the Town of Suffield's short and long-term financial planning under policies established.
9. 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.
10. In coordination with the Chairman, manage the smooth operation and functioning of the Board of Finance including development of meeting agendas, preparation and dissemination of meeting materials, proactively driving the matters brought to the board's attention and ensuring compliance with open disclosure and FOIA.
11. Coordinate with the Board of Selectmen and Board of Finance to develop a 5-year budget forecast and update as assumptions change with the Treasurer.
12. With the Treasurer, develop and recommend financial plans, policies, finance-related ordinances, and resolutions; provide financial advice and recommendations to the Board of Finance and First Selectman.
13. Ensure compliance with local, State, and Federal laws; develop and maintain internal control procedures to maintain appropriate financial and accounting standards.
14. Monitor revenues and expenditures to ensure sound fiscal control;
15. Support town department heads on training and procedures for using financial systems and regular forecast reporting requirements to the First Selectman and Board of Finance.
16. Oversee and participate in the preparation of a comprehensive annual financial report.
17. 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.
18. Prepare and present a proposed annual departmental budget; implement the adopted department budget.

19. 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.
20. Meet regularly and as needed with each department head on their operations relative to the budget and provide appropriate training to ensure efficient utilization of financial information to enhance operations.
21. Provide the Board of Finance year-end budget to actual results and any transfer recommendations based on individual department budget variances.
22. Review and make recommendations on Board of Finance policies.
23. 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.
24. Act as primary town liaison with the Advisory Commission on Capital Expenditures.
25. 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.
26. Address and remediate any issues that become known as part of the annual audit, fraud risk assessment, or other audits of controls.
27. Prepare financial statements; coordinate activities with other departments as needed; serve as financial advisor to all department heads; oversee the annual municipal audit.
28. Direct the development and maintenance of systems, records, and documents that provide the proper evaluation, control, and documentation of the 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.
29. Attend meetings of the Board of Finance and other appropriate committees, commissions, and legislative bodies.
30. Coordinate with investment advisors and the Board of Finance and Retirement Commission on the investment and accounting of approximately \$60 million in Town financial assets across various funds (pension, post-retirement, capital non-recurring, cemetery)
31. 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.
32. In coordination with the Retirement Commission, administer the Town's defined benefit pension plan, including financial reporting, record keeping, and preparation of benefit calculations.
33. In coordination with the Director of Human Resources, manage and administer various benefit plans, including medical insurance, defined contribution plans, and others.
34. Represent the 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.
35. 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.

36. Attend seminars and conferences and participate in professional, financial management, and public administration activities to remain current on developments in relevant fields.

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. Ten (10) years of increasingly responsible experience in public or business administration, finance, or accounting, including a minimum of three (5) years of supervisory experience at a unit or division level.
3. Certified Public Finance Officer (CPFO) certification through Government Finance Officers Association (GFOA) is preferred.
4. Relevant 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 using a personal computer, including Munis and Microsoft Suites.
9. Ability to plan, organize, direct, coordinate, and evaluate departmental work and 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, 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, copiers, and fax machines.

Physical Demands:

The physical demands here are representative of those that an employee must meet to perform the essential functions of the job successfully. 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 on-site in a newly renovated office building. 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 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 the employee requires 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 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 salaried position. The standard work week is thirty-five (35) hours: Monday - Thursday 8:00 a.m. - 4:30 p.m. and Friday 8:00 a.m. - 1:00 p.m. The hours may be subject to change. This position requires hours beyond those scheduled, including evening commission meetings, evening work, and weekend work, as job duties demand.

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 by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

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