



The Town of Glastonbury is accepting applications for the following position:

Director of Finance and Administrative Services

Hours: Full Time

Starting Salary Range: \$101,877 - \$137,519 Annually

Closing date: 4:00 pm on 6/9/2017

Under general direction of the Town Manager, incumbent is responsible for day-to-day management of budget and financial administration. This includes ongoing investment of the Town's cash resources, debt issuance, pension administration, insurance programs, preparation of the annual town operating and capital budget documents, ongoing financial analysis and reporting, and all other municipal financial matters. Oversees several divisions, including, Financial Administration, Accounting, Purchasing, Town Clerk, Property Assessment, Information Technology, and Revenue Collection. Serves as the Town Manager's liaison to the Board of Finance, Probate Court and Registrars of Voters.

Bachelor's Degree in Accounting, Finance, Business, Public Administration, or a related field; Master's Degree preferred. Ten (10) years of progressively responsible financial management experience, including at least three (3) years in a supervisory capacity. Municipal government experience, Certified Public Accountant or Certified Public Finance Officer desirable but not required.

Visit Town's website at www.glastonbury-ct.gov/employment for a detailed job description & application or call (860) 652-7710. Please send completed application and resume to the Human Resources Department or Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT 06033, or email to infocenter@glastonbury-ct.gov.

AA/EOE

Date Posted: 5/8/2017

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Director of Finance and Administrative Services
DEPARTMENT: Administrative Services
REPORTS TO: Town Manager

GENERAL DESCRIPTION:

Under general direction of the Town Manager, incumbent is responsible for day-to-day management of budget and financial administration. This includes ongoing investment of the Town's cash resources, debt issuance, pension administration, insurance programs, preparation of the annual town operating and capital budget documents, ongoing financial analysis and reporting, and all other municipal financial matters. Oversees several divisions, including, Financial Administration, Accounting, Purchasing, Town Clerk, Property Assessment, Information Technology, and Revenue Collection. Serves as the Town Manager's liaison to the Board of Finance, Probate Court and Registrars of Voters.

ESSENTIAL DUTIES:

1. Directs and evaluates the programs and operations of the Administrative Services Department through various division heads, including, Financial Administration, Accounting, Purchasing, Town Clerk, Property Assessment, Information Technology, and Revenue Collection.
2. Drafts guidelines and protocols related to financial operations for compliance with applicable laws, accounting and finance best practices and the implementation of financial goals and objectives. Evaluates, develops and recommends fiscal policy to ensure sound fiscal management.
3. Prepares Town operating and capital improvement budget documents and directs and controls the encumbrances and expenditure of Town and Department fund allocations within the constraints of approved budgets.
4. Authors budget and financial reports concerning Town operating and capital budget expenditures and revenues. Analyzes, interprets and communicates financial operating results to provide information and guidance to Town Manager, Town officials, boards and commissions, and Town departments. Provides technical support to Town departments.
5. Evaluates and advises on the impact of long-range planning, introduction of new programs/strategies and regulatory action. Provides strategic financial input and leadership on decision making issues affecting the organization. Analyzes financial markets and supervises the investment of Town funds in appropriate instruments.
6. Oversees debt management and bond issuance to ensure the most efficient use of the Town's bond capacity and borrowed monies.
7. Coordinates the annual audit and prepares the Town's Comprehensive Annual Financial Report.
8. Participates in the administration of the Town's pension and other retirement income plans.
9. Coordinates with insurance agent of record and carriers during annual renewal process.

10. Reviews fixed asset inventories; examines procurement practices and competitive bidding processes of the Purchasing Division.
11. Provides direction for administrative staff, supervising daily activities, providing performance feedback both formally and informally, interpreting and enforcing policies and procedures and communicating effectively.
12. Directs personnel-related activities, including the organization of functional areas, approval of plans and activities, performance appraisal, counseling and disciplining and the recommendation of staff hires and promotions.
13. Encourages the development of staff through formal and informal training, coaching, mentorship, and positive leadership modeling; implements, supports and monitors related programs.
14. Ensures a respectful and safe work environment for all by fostering a culture of mutual respect, accountability for ethical behavior and positive leadership, and alignment of policies, procedures and training with such values. Ensures training on and compliance with best practices for fostering safe work practices, with attention to risk management and loss control.

OTHER DUTIES:

1. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Extensive knowledge of the principles and practices of municipal finance administration including operating and capital budget preparation, fund accounting, and debt issuance procedures
- Considerable knowledge of the principles and practices of public administration as applied to municipal financial operations
- Considerable knowledge of federal, state and local government laws/statutes, practices and ethics as related to municipal finance operations
- Experience drafting guidelines, policies and protocols related to financial operations
- Ability to design and develop analytical or interpretive financial reports including the Comprehensive Annual Financial Report
- Experience with preparation and submission of fiscal documents for evaluation by the GFOA and similar financial agencies
- Demonstrated success in managing municipal retirement plans

- Familiarity with information technology as applied to Town Administrative system
- Demonstrated success and accomplishments through financial executive leadership
- Strong oral and written communication skills
- Strong interpersonal, supervisory and leadership skills, including the demonstrated ability to build trust and maintain accountability to staff; and willingness and ability to work collaboratively with Town Manager and colleagues to achieve organization-wide priorities and objectives

PHYSICAL/MENTAL REQUIREMENTS:

- The work is generally performed in an office environment. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, stooping, carrying of light items such as papers, books, or small parts, or driving an automobile. No special physical demands are required to perform the work.

MINIMUM TRAINING AND EXPERIENCE:

- Bachelor's degree in Accounting, Finance, Business, Public Administration, or a related field; Master's, preferred
- Ten (10) years of progressively responsible financial management experience, including at least three (3) years in a supervisory capacity
- Municipal government experience desirable, but not required

LICENSE OR CERTIFICATION:

- Certified Public Accountant or Certified Public Finance Officer desirable, but not required

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.