

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

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**Controller – Full Time**

**Hours: 37.5 per week**

**Starting Salary: $42.57 - $57.50 per hour**

**Position is open until filled, but those interested are highly encouraged to apply by 7/12/2019**

Under the general direction of the Director of Finance and Administrative Services, incumbent oversees financial activities such as planning, investment, accounting, accounts payable/receivable, and payroll. Responsibilities include, but are not limited to, the following: supervising routine accounting functions; coordinating investment activities; preparing financial statements and reports; maintaining and reconciling general ledger; developing internal control policies, guidelines, and procedures; and monitoring capital projects reporting and cash flow requirements. The person in this role must attend Board of Finance meetings and serve as liaison in absence of the Director, and serve as the primary system administrator for municipal accounting software.

The minimum requirements for this position are a Bachelor’s Degree in Accounting or related field and five (5) years of directly related experience, OR a Master’s Degree in Accounting or related field and four (4) years of directly related experience. Certified Public Accountant license is preferred, but not required.

An employment application may be obtained by visiting the Town’s website at [www.glastonbury-ct.gov/employment](http://www.glastonbury-ct.gov/employment), in person at the Customer Service Center or Human Resources Department, or by calling (860) 652-7710. Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, email to customerservicecenter@glastonbury-ct.gov, or fax to (860) 652-7505.

The Town of Glastonbury is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

**Date Posted: 6/26/2019**

**TOWN OF GLASTONBURY**

**JOB DESCRIPTION**

**TITLE:** Controller

**DEPARTMENT:** Administrative Services: Financial Administration

**REPORTS TO:** Director of Finance and Administrative Services

**GENERAL DESCRIPTION:**

Under general direction of the Director of Finance and Administrative Services, incumbent oversees financial activities such as planning, investment, accounting, accounts payable/receivable and payroll,

**ESSENTIAL DUTIES:**

1. Supervises routine accounting functions including accounts payable, accounts receivable, and payroll. Supervises the daily activities of employees, provides performance feedback both formally and informally, interprets and enforces policies and procedures and communicates effectively.
2. Coordinates investment activities; Monitors cash flow, manages bank accounts and makes investment decisions. Ensures that all financial assets of the Town meet the Town’s investment portfolio policies and procedures, governed by State of Connecticut statutes. Adheres to primary objectives of each investment transaction: to protect principal, followed by maintaining sufficient liquidity to meet cash flow needs, and attain the maximum yield possible, taking into account, the investment risk constraints and cash flow requirements.
3. Prepares financial statements, business activity reports, financial position forecasts, and reports required by regulatory agencies.
4. Maintains and reconciles general ledger. Prepares journal entries for non-routine transactions, prepares non-routine bank deposits and transmittals. Performs internal audit of departmental expenditures upon request.
5. Reconciles Board of Education revenues and expenditures with Town Records.
6. Develops internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, accounting and payroll.
7. Monitors capital projects reporting and cash flow requirements; monitors grant reporting and assists in processing funding requests
8. Coordinates operations and goals with other departments and government agencies. Coordinates unit operations and the personnel necessary for project objectives and programs.
9. Maintains current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

**OTHER DUTIES:**

1. Attends Board of Finance meetings and serves as liaison in absence of Director of Finance and Administrative services.
2. Serves as primary system administrator for municipal accounting software.
3. Assists in responding to inquiries from and requirements issued by the State and other agencies.
4. Assists in development of annual budget and related financial analyses.
5. Assists other Departments (e.g. support initiatives, cross-train and provide back-fill), as required.
6. Performs other related duties as required.

**CONFIDENTIALITY:**

1. Maintains confidentiality of records and information as appropriate

**CONDUCT:**

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

**DEPENDABILITY:**

1. Regularly attends and is punctual for work

**QUALIFICATIONS PROFILE:**

* Knowledge of municipal accounting and financial analysis principles and practices
* Knowledge of public administration principles and practices as applied to a financial administration unit
* Knowledge of economic conditions, and financial markets
* Knowledge of data processing as applied to an accounting and financial management system. Proficient in Microsoft Office, including Word, Excel, and Outlook
* Ability to administer policies and procedures, including planning, financial management, decision-making, and report development and writing
* Ability to establish and maintain effective working relationships with coworkers, banks, other governmental agencies and the general public
* Supervisory/communication skills
* Ability to prioritize multiple responsibilities and operate under stringent time constraints
* Willingness to assist other departments/divisions with projects and initiatives

**PHYSICAL/MENTAL REQUIREMENTS:**

* The work is generally performed in an office environment, where the employee may sit comfortably; may carry light items such as papers, books or small parts.
* Able to perform manipulative skills which require hand-eye coordination such as keyboarding skills
* Ability to see objects closely as in reading print, or viewing a computer screen
* Ability to pay attention to detail and concentrate for sixty (60) minutes or more with frequent interruptions, remember multiple assignments given over long periods of time, and understand the theories behind several related concepts

**MINIMUM TRAINING AND EXPERIENCE:**

1. Bachelor’s Degree in Accounting or related field and five (5) years of directly related experience or
2. Master’s Degree in Accounting or related field and four (4) years of directly related experience.

**LICENSE OR CERTIFICATION:**

1. CPA, preferred.

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.