

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

**Controller – Full-time**

**Hours: 37.5 per week**

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

The Town of Glastonbury Controller is retiring after 17 years of dedicated service to the Town, creating the need to recruit and welcome her successor. Working closely with the Town’s Director of Finance and Administration, the Controller 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. Compensation is negotiable, with upper range of scale paid commensurate with experience.

PRIOR MUNICIPAL EXPERIENCE IS ESSENTIAL!

**Interim Controller**

**Term of assignment: 2 to 12 months, 20 to 37.5 hours per week**

**Compensation: Negotiable**

Given the significance of the Controller role, the Town of Glastonbury is also seeking the service of a highly experienced municipal finance professional to serve on an interim basis until a successor Controller is appointed. The terms of this assignment are flexible to suit the needs of the Town and the interim professional. Compensation is negotiable, with upper range of scale paid commensurate with experience. PRIOR MUNICIPAL EXPERIENCE IS ESSENTIAL!

**To apply for either role**, visit the Town’s website at [www.glastonbury-ct.gov/employment](http://www.glastonbury-ct.gov/employment). Please send completed applications to the Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT, 06033, or 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.

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