

**TOWN OF LEDYARD
DIRECTOR OF FINANCE**

NATURE OF WORK:

Plans, organizes, and directs the accounting, purchasing, and risk management operations of the town. Prepares supporting data for the annual operating and capital improvement budget recommendations. Oversees revenue collection, assessment operations, and budget administration.

SUPERVISION RECEIVED:

Receives general direction from the Mayor and functional direction from the Town Council.

SUPERVISION EXERCISED:

Provides general direction and supervision of the Finance Department staff, including the Tax Assessor and Tax Collector.

ESSENTIAL JOB FUNCTIONS:

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive:

- Plans work according to fiscal year schedule.
- Establishes priorities in organizing department work.
- Directs the functional areas of accounting, payroll, property assessment, purchasing, and revenue collection.
- Assists in the preparation and administration of the Mayor's budget and indebtedness program.
- Oversees Town Liability and Accident Insurance Policies, Workers Compensation Insurance, and all Health Insurance Plans.
- Work closely with Bond Counsel and consultants on the issuance of bonds and long-term debt.
- Establishes and administers funds for special grants.
- Coordinates revenue and expenditures of town funds and account groups.
- Performs calculating, posting, and verifying duties in maintaining line accounts and the General Ledger.
- Reviews purchase orders for proper account coding, mathematical accuracy, correct prices, and discounts.

- Signs purchase orders and accounts payable checks.
- Oversees reconciling of bank accounts.
- Provides budgetary control information to departments.
- Prepares cost projections for collective bargaining negotiations when requested from the negotiation team.
- Prepares statistical and technical information for bond offerings.
- Prepares regular statistical and narrative reports, including financial statements, for the Mayor, Town Council, and council committees as requested.
- Assumes responsibility for administrative functions in the absence of the Tax Assessor and Tax Collector.
- Supervises the planning and implementation of software applications for municipal financial operations.
- Provides fiscal consultation to town departments, commissions, and boards. Attends nightly meetings as required.
- Prepares and provides reports, contacts, and all requested information to external auditors throughout the annual audit process.
- Administers municipal financial software applications, systems and equipment.
- Provides training on municipal fiscal software to town staff.
- Co-administers the town defined benefit pension plan and the defined contribution plan.
- Participates in professional organizations to remain current in field.
- Works closely with the Municipal Bond Advisor and Bond Counsel for all municipal borrowing considerations.

*******The duties listed above are intended only as illustrative 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. *******

QUALIFICATIONS PROFILE:

Knowledge, Skills and Ability

- A Bachelor's degree in Accounting, Public Administration, Finance, or a closely related field.
- Five years of responsible experience in financial management, including two years supervising a finance department.
- Thorough knowledge of municipal financial administration, including accounting, budgeting, and purchasing.
- Ability to prepare financial statements in accordance with generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Ability to recognize weaknesses in town financial systems and to create and implement improvements for increased effectiveness.
- Ability to supervise managerial and support staffs.
- Knowledge of municipal financial software applications, Munis is highly preferred.
- Knowledge and experience with Microsoft Office Suite, and other common business and governmental software applications.
- Ability to interpret and analyze complex financial data.
- Ability to prepare clear, concise oral and written reports.

Additional Requirements

- Means of transportation. Means of contact.
- Physical and/or psychological examinations as may be required during employment.
- Drug screening both pre-employment and as may be required during employment.
- Criminal background and driving record checks are required prior to employment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision,

peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

~~Employee must be free from mental and physical disorders which would interfere with performance of duties as described and have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally be required to function in situations where he/she is subjected to aggressive verbal behavior.~~

******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.******

Adopted by Ledyard town Council on: _____

Kevin J. Dombrowski, Chairman