

**TOWN OF MARLBOROUGH  
AN EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Finance Director/Assistant Treasurer

**JOB SUMMARY:** Plans, organizes and directs accounting functions and reporting for cash management, purchases, debt management, revenue collection, budgeting and payroll. Performs administration of employee insurance and benefit programs. Collects data and performs analysis to prepare the operating and capital improvement budgets. Advises the Board of Selectmen, Board of Finance and Treasurer regarding fiscal matters and acts in an advisory capacity for collective bargaining negotiations. Supervises Accounting Clerk and attends board meetings as required.

**SUPERVISION RECEIVED:** Reports directly to the First Selectman and receives general direction from the Treasurer. Confers with the First Selectman and/or Treasurer on policies and procedures as necessary. Coordinates closely with the Board of Finance.

**SUPERVISION EXERCISED:** Allocates work to Accounting Clerk as necessary.

**EXAMPLES OF ESSENTIAL DUTIES:**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties that may be found in positions of this class).

1. Establishes, administers, and prepares financial reports for all town funds. Coordinates revenue and expenditures of town funds and account groups.
2. Plans work according to fiscal year and establish priorities in department. Supervises the functional areas of accounting, cash management, investment, payroll, purchasing, and revenue collection. Prepares State and Federal reporting requirements, including quarterly payroll tax reports, W-2's and 1099's. Serves as backup for all payroll and accounts payable functions in the Treasurer's department.
3. Coordinates the receiving, recording and reconciling of revenue received from taxes, fees, grants, intergovernmental transfers, investments and other sources. Reconciles all bank accounts and investment instruments, including the Board of Education's operating account.
4. Projects cash flow of town finances and arranges investment of funds in accordance with policies established by the Town Treasurer.
5. Prepares financial information for bond offerings, responsible for compiling statistical and program information required by external auditors.
6. Assist in developing improvements and changes in financial management to obtain operational efficiencies and better services.
7. Assist Treasurer and / or First Selectman in developing, coordinating and implementing short-term and long-range investment borrowing.
8. Prepares the town capital improvement and operating budget in cooperation with the Board of Selectmen, Board of Finance and all town departments and agencies. Attends various budget related meetings including annual budget and town meeting.
9. Maintains town fixed asset inventory system for financial statement reporting. Prepares statistical and narrative reports as required.

10. Works with the First Selectman and Treasurer and performs research in developing policies and procedures for the town. Develop accounting manual and additional policies and procedures as needed. Establish and maintain standardized chart of accounts.
11. Prepares monthly statements and statistical information for Boards of Finance, Selectmen and Department heads.
12. Work with external auditors to perform annual audit including preparing all financial and statistical information. Establish internal audit procedures.
13. Coordinates all upgrades, training and applications necessary to keep the financial software system functioning efficiently. This includes working closely with the Board of Education to coordinate account structure and month end closing.
14. Is a member of the Government Finance Officers Association of Connecticut and attends informational seminars to keep informed on issues concerning local municipalities.
15. Discovers, applies for and manages compliance with, available grant offerings.

#### **EXAMPLES OF INCIDENTAL DUTIES**

1. Coordinates activities with town officials, insurance carriers, bank officials, auditors and other interested parties as necessary. Prepares payments to charities, state and federal governments.
2. Provides general information to the public. Composes routine correspondence.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

A comprehensive knowledge of municipal and educational accounting principles and procedures thorough knowledge of GASB fund accounting and encumbrance accounting. Ability to review and process paperwork with a high degree of accuracy. Ability to use a computerized accounting system. Ability to work effectively with representatives of the financial community, the public and other town employees. Ability to write financial reports as necessary.

#### **MINIMUM QUALIFICATIONS REQUIRED:**

Minimum qualifications would require a Bachelor's degree in Accounting or Business Administration or a closely related field with five years of increasingly responsible experience in accounting, preferably experience with MUNIS municipal accounting software.

#### **LICENSE OR CERTIFICATE**

A valid Connecticut Motor Vehicle Operator's license is desirable.

#### **PHYSICAL EXERTION / ENVIRONMENTAL CONDITIONS:**

Performs duties in an office environment. Routinely and intermittently exposed to computer screen and must take periodic breaks from screen. Work may be staggered to prevent prolonged exposure to computer screen. Lifts journals and account books of weighing from two to ten pounds.