

TOWN OF SOMERS

Position Description

Title: Chief Financial Officer
Department: Finance
Reports To: Operationally, to the
First Selectman; functionally to the
Board of Finance

Supervises: Tax Collector; Assessor;
Assistant to the Treasurer
FLSA Status: Full-time, exempt
Bargaining Unit: N/A

Position Summary: This is a highly responsible administrative position involving the direction of a broad range of municipal financial functions. Work involves responsibility for planning and coordinating all town financial transactions, purchases and controls. Provides accurate, timely and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service: Prepares financial forecasts and plans, budgets and budget reports, develops and maintains systems for debt and cash management; central accounting; pre- and post audit management; internal auditing; investment and grants management, payroll, revenue collections risk management, pension administration, centralized purchasing, reconciliation of accounts and contracted/outsourced services. Works within prescribed statutory authority and operating procedures of the town charter and state regulations. Administers, receives, records, and reconciles revenue received from taxes, fees, grants, investments, and other sources of town income. Maintains the town's general ledger; to include accounting, accounts payable, accounts receivable, and payroll. Drafts and recommends finance related policy to the Board of Selectmen (BOS) and Board of Finance (BOF) and develops plans for the implementation of financial goals and objectives. Compiles an annual operating budget for presentation to the BOS/BOF, and a capital budget for capital planning committee; assists BOF and BOS in the development/presentation of both budgets that are submitted to the legislative body. Directs the operation of the Finance Department, Tax Collectors Office and Tax Assessors Office through subordinate staff. Evaluates and administers financial management programs such as central accounting and financial reporting, budgeting, debt administration, cash management, internal and external auditing, centralized purchasing, payroll, sanitary sewer billing, various service/license fees, taxation, and accounts payable and receivable. Administers the town's operating and capital improvement budget and directs/supervises the encumbrances and expenditures of town and department fund allocations within the constraints of approved budgets. Maintains accounts and financial records, the assessment and collection of taxes, special assessments and other revenues, the custody and distribution of town funds and money, the control over expenditures and such other powers and duties as may be required by ordinance.

Technical: Serves as technical/advisory expert on governmental accounting, fund accounting and knowledge of the Government Accounting Standards Board (GASB). Serves as subject matter expert on statutes, town charter and state regulations as they relate to municipal finances. Meets regularly with the legislative body to discuss and explain financial matters, policies and make recommendations. Analyzes financial markets and supervises the investment of town funds in appropriate instruments. Monitors town's financial position. Coordinates the efforts of external auditors. Makes recommendations to BOS/BOF on financial management software packages and maintains proper backups of financial data. Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations. Provides leadership,

Approved by:

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Last Revision Date: 10/08

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direction and financial analysis of short- and long-range plans and their impact on the town's financial position and standing.

Teamwork: As a member of the Town's management team, works cooperatively with all other team members in the general management, oversight and direction of town operations under the leadership of the First Selectman

Board/Commission Liaison: Coordinates BOF meeting agendas and meeting materials, including scheduling, agenda & minutes preparation, preparation and publication of legal notices and follow-up correspondence. Serves as website liaison to assigned boards/commissions; coordinates town website information for assigned boards & commissions; maintains respective web pages for department, boards and commissions. Coordinates commission and department activities with other town departments, boards, and commissions. Attends and staffs monthly and/or bi-monthly board/commission meetings.

Human Resources: Provides leadership, coaching, direction, and supervision to assigned staff. Administers performance management plan in accordance with established human resources procedures.

Qualifications:

- Bachelors degree in accounting, finance, public or business administration with five years experience in governmental accounting, fund accounting and knowledge of the Government Accounting Standards Board (GASB).
- Demonstrated supervisory experience in an accounting/business setting.
- Three years investment experience in the management of governmental funds.
- Extensive knowledge of accounting software, including Excel programming skills, focusing on macro applications.
- Working knowledge of Microsoft Office Suite, and other information systems is required.
- Ability to learn and implement new financial systems as directed by BOF and BOS office.

Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour;
- Work with a computer, an electronic adding machine, and a telephone, or sit and listen to information for periods in excess of one hour;
- Intermittently lift up to 25 pounds of office supplies;
- Stand, lift, reach and bend to store and access records and files in the course of maintaining records and providing service to customers and support to the department within the office environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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