

JOB DESCRIPTION
TOWN OF EASTON

DIRECTOR OF FINANCE

GENERAL STATEMENT OF DUTIES:

Plans, organizes, initiates, and directs comprehensive municipal finance operations. Work involves responsibility for maintaining the Town's system of accounts, general fund, general ledger and all subsidiary ledgers for each fund and all special funds; develop and maintain a complete system of internal auditing controls. Work requires the application of professional accounting skills and techniques to a variety of work situations. Work involves supervision of employees engaged in processing documents, posting payroll, and a variety of related clerical duties.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman and the Board of Finance, in cooperation with the Treasurer.

SUPERVISION EXERCISED:

Supervises Accounts Payable Clerk. Supervises Human Resource Compensation Coordinator in cooperation with First Selectman.

ILLUSTRATIVE DUTIES:

Assists in planning, organizing, directing, and reviewing budget preparation and execution, revenue collections, payroll administration, accounting and auditing work.

Performs, oversees and coordinates special fund accounting with the general accounting system.

Supervises issuance of checks.

Monitors budgetary expenditures.

On a timely basis, reviews general ledger accounts and subsidiary ledgers including Tax Collector's ledgers. Prepares trial balances.

Attends meetings of the Board of Finance, Pension and Employee Benefits Commission and Insurance Commission, preparing agendas, and assisting with minutes.

Maintains pension, insurance, workers' compensation, fixed asset, and personnel records.

Prepares the Town budget and related information as requested by the Board of Finance. Responsible for compiling, printing and delivery of Annual Town Report for the Board of Finance.

Prepares entries and schedules for year-end audit; financial reports and statements; personnel/payroll data for collective bargaining; State and Federal reporting; and miscellaneous requests for data as necessary. Coordinates the annual financial audit, working closely with the Town Auditors.

Prepares and/or supervises the review and verification of complex financial documents, reports and statements, including applications and financial reports relating to State and Federal Grants.

Establishes and maintains an effective and comprehensive internal audit program.

Assists with administration of various insurance programs such as medical insurance, liability and property insurance, workers' compensation; work with brokers and agents to acquire quotes; maintain records of medical insurance for employees and retirees.

Take necessary action to ensure compliance with financial requirements established by law, ordinance, or regulation.

Performs related work as required.

Minimum Qualifications

Bachelor's degree in accounting or closely related field. Minimum of five years accounting experience, municipal experience preferred. CPA a plus. Masters in accounting a plus. Auditing experience a plus. Munis experience a plus.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.