



## **FINANCE DIRECTOR**

The Town of Plainfield, a municipality of 15,000 + population, is seeking a highly qualified and experienced financial professional for the position of Municipal Finance Director.

Under the general direction of the First Selectman, the Finance Director serves as the chief financial advisor and provides the overall management of the Town's financial functions. This includes financial planning and monitoring, financial operations (accounting principles, budgeting, financial reporting, external audits, payroll and procurement) and risk management. The position performs complex, professional accounting work including grant, debt and improvement programs, and general ledger maintenance.

Qualifications: Bachelor's Degree in Accounting, Business Administration, Public Administration or closely related field. Seven years' experience in government financial management including supervisory experience.

Interested applicants must submit a resume, a letter of interest, including compensation requirements and a Town of Plainfield Employment Application along with three professional references to:

First Selectman's Office, 8 Community Avenue, Plainfield, CT 06374  
or email to [ctendrichselectman@plainfieldct.org](mailto:ctendrichselectman@plainfieldct.org).

A copy of job description and employment application are posted on the Town's website. Applications will be accepted until the position has been filled.

***The Town of Plainfield is an EEO/AA Employer and complies with the ADA***

## **FINANCE DIRECTOR**

*This job description outlines the general requirements and duties of an executive level position with the Town of Plainfield which is an at-will position. This job description does not constitute an employment agreement 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.*

### **POSITION PURPOSE:**

Under the general direction of the First Selectman, the Finance Director serves as the chief financial advisor and provides the overall management of the Town's financial functions. This includes financial planning and monitoring, financial operations (accounting principles, budgeting, financial reporting, audits, payroll and procurement) and risk management. The position performs complex, professional accounting work including grant, debt and improvement programs, and general ledger maintenance.

### **JOB FUNCTIONS:**

- Plans, directs, manages, supervises, and coordinates the administration and operations of the Finance Department
- Provides effective leadership and direction for the Finance Department in the development of departmental goals
- Plans work according to fiscal year and financial planning schedules
- Coordinates revenues and expenditures of all town funds, and provides expenditure and revenue forecast
- Coordinates the preparation and administration of the town budget and capital improvement plan
- Assists department heads in the organization and administration of department budgets
- Assists the external auditor in the preparation of the annual financial report and preparation of financial statements
- Coordinates short term and long range investments and borrowing strategy
- Oversees cash management of town funds
- Prepares weekly and monthly financial reports including reports on budgetary status to all departments
- Prepares and provides information for labor negotiations, personnel policies, financial policies, programs, and procedures
- Prepares and provides information for Town employees relating to pension and insurance benefits
- Prepares reports required by external agencies including the state and federal government and oversees payments to agencies
- Administers grant receipts and expenditures
- Coordinates with the Board of Education with the receipt and disbursement of education funds
- Provides staff support to the Board of Finance and Pension Board
- Coordinates with the Tax Collector, Assessor, Town Clerk, and external consultants as needed in the planning and execution of the Town's fiscal activities
- Promote transparency, efficiency, and accountability

- Assists the Water Pollution Control Authority (WPCA) with budgetary and financial activities
- Attends meetings as required
- Arranges training and development for staff members
- Performs other related duties as required

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in Accounting, Business Administration, Public Administration or closely related field. Seven years' experience in government financial management including supervisory experience.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a full-time, 35 hours per week, non-union position. The hours are Monday through Wednesday 8:00 a.m. to 5:00 p.m., Thursday 8:00 a.m. to 6:00 p.m., Town Hall is closed on Friday. The employee must be flexible to changes in hours based on the needs of the position and must also be available some nights to attend meetings.

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

**Communication Skills:** Ability to communicate clearly and effectively, orally and in writing. Aptitude for working with employees, consultants, Town officials and the general public.

**Analytical Skills:** Ability to analyze situations and understand the impact their decisions will have on the organization. Ability to prepare and analyze complex financial reports.

**Organizational Skills:** Organizational skills are required to perform the job effectively.

**Detail Oriented:** Attention to detail is required when dealing with financial reports in order to prevent errors.

**Ability:** Ability to maintain confidentiality. Ability to work under pressure. Ability to participate in the preparation of the Town's annual budget, to prepare financial statements, and assist in the annual audit. Ability to identify employee training needs and coordinate programs and activities to improve professional skills, performance, and on-the-job safety. Ability to maintain efficient and effective financial systems and procedures.

**Knowledge:** Extensive knowledge of the principles, concepts, theories and practices of current governmental accounting, cash management, and cash investment. Knowledge of principles and practices utilized in employee benefit administration, pension administration, and insurance administration.

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