



# TOWN OF AVON, CONNECTICUT

*The mission of the Town of Avon is to provide quality town services at a reasonable cost to citizens and taxpayers.*

## RECRUITMENT ANNOUNCEMENT DIRECTOR OF FINANCE

The Town of Avon is seeking an experienced professional to join the Town's management team as the Director of Finance. The successful candidate will be a dedicated, positive, effective team player with experience in the field. The Director of Finance is a direct report to the Town Manager. For more information on the Town of Avon, candidates are encouraged to visit our website: [www.avonct.gov](http://www.avonct.gov). The Town of Avon is an Equal Opportunity Employer.

Application for Employment (under "Job Opportunities" at [www.avonct.gov](http://www.avonct.gov)) must be completed and returned with a resume by 4:00 p.m. on Thursday, August 13, 2020, to:

Stephanie Askeland, Director of Human Resources  
60 West Main Street, Building #5  
Avon, CT 06001

Annual salary minimum of \$100,000. Salary will be commensurate with experience and qualifications. Benefits include Medical and Dental Coverage, Defined Contribution Plan with employer contribution and paid leave.

### **ABOUT THE TOWN OF AVON:**

Avon, formerly Northington or North Parish of Farmington, was settled in about 1645. In 1830, after the construction and opening of the Towpath Canal, Avon was incorporated as a Town and took its name from the Avon River in England. Avon is located approximately ten miles west of metropolitan Hartford and encompasses a land area of approximately 22.6 miles. Total population is about 19,300.

Avon is a desirable low-density suburban community with excellent schools and a high standard of living. Avon is fortunate to have a well-balanced diverse mix of business and industrial uses, medical services and a variety of quality housing. The strength of the Town of Avon's economic circumstances and quality of municipal government are reflected in the Town's bond ratings, which remain at the highest levels obtainable, as awarded by Moody's Investors Service, Aaa, and by Standard & Poor's, AAA.

The Town was awarded the Government Finance Officers Association's (GFOA) Distinguished Budget Award for its annual budget for the fiscal year beginning July 1, 2019. This was the 35<sup>th</sup> consecutive year that the Town has achieved this prestigious award. The Town was also awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for its CAFR for the fiscal year ended

June 30, 2019. This was the 37<sup>th</sup> consecutive year that the Town has received this prestigious award.

**THE ORGANIZATION:**

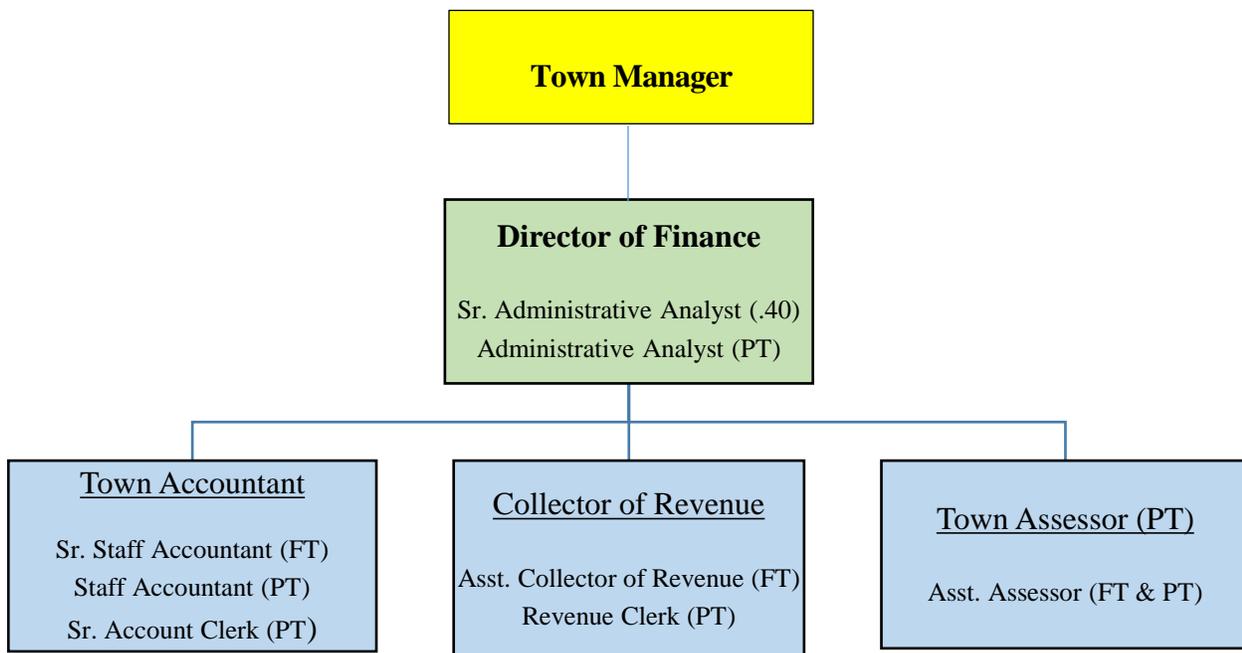
The Town’s first charter was adopted in 1959 and has been amended several times, most recently in 1998. The Charter provides for a five member elected Town Council as the principal legislative body and the Town Manager as Chief Executive Officer.

The Town provides municipal services in the functional areas of police, public works, engineering, health and social services, recreation and parks, library, and community planning and development. Fire protection services are provided by the Avon Volunteer Fire Department and public health services are provided by the Farmington Valley Health District. The Town employs approximately 107 full time employees and 60 regular part time employees.

Additional information about the Town can be found at [www.avonct.gov](http://www.avonct.gov). The Town’s adopted Fiscal Year 2020/2021 operating budget can be found on the home page under the “Citizen Action Center” and the Fiscal Year 2018/2019 CAFR can be found on the “Finance Administration” page.

**THE FINANCE DEPARTMENT:**

The Finance Department is composed of three divisions; Accounting, Assessment and Revenue Collection. Under the guidance of the Director of Finance, this department coordinates the day-to-day financial management of Town funds. The Finance Director coordinates preparation of the Comprehensive Annual Financial Report (CAFR), and coordinates the bond rating and sale process. The Division of Accounting is mainly responsible for maintaining and controlling the financial records of the Town and processes all payments for Town expenditures. Accounting also prepares various reports and schedules in preparation of the CAFR, provides cash management, manages banking relationships, and processes payroll for Town employees. The Division of Assessing is responsible for the preparation of the Town’s Grand List. The Collector of Revenue is responsible for collection of all taxes, special assessments, sewer use fees and other Town revenues.



## **CANDIDATE PROFILE:**

The required background would generally be acquired with a Bachelor's degree in Public or Business Administration, Public Finance or some closely related field, and a minimum of six years of increasingly responsible experience in financial management, including two years supervising a major unit within a finance department. A Master's degree in Business or Public Administration, or a closely related field, and/or recognition as a CPA or Certified Public Finance Officer (CPFO), and a minimum of four years increasingly responsible experience in financial management and supervision is highly desirable.

A thorough knowledge of municipal financial administration, including accounting, budgeting, purchasing and investing is required. A working knowledge of computer technology, operations, and capabilities is necessary. The ability to apply principles of municipal financial administration to define problems, to amass data, establish facts and to draw valid conclusions is required. The ability to prepare financial statements in accordance with generally accepted accounting principles is required. The ability to recognize weaknesses in Town financial systems and to effect improvements for increased efficiency and productivity is a continuing requirement. Must be able to access and process information contained in file records and computer databases. The ability to prepare statistical as well as narrative reports is required. Must be able to apply State, and Federal laws, Town ordinances, department policies, procedures, rules and regulations to determine necessary action. The ability to digest, review and disseminate large quantities of information to the proper authorities is necessary. The ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public is essential.

## **EXAMPLES OF ESSENTIAL DUTIES:**

Plans work according to fiscal year and multi-year financial planning schedules. Establishes priorities in departmental work and, through unit administrators, supervises the functional areas of accounting, cash management, investment, payroll, property assessment, purchasing, and revenue collection. Coordinates the preparation and administration of the Town budget and indebtedness program. Performs data analytics.

Oversees budget administration to ensure related programs and policies are carried out. Coordinates revenue and expenditures of Town funds. Authorizes expenditure of Town funds and account groups for departments, boards and commissions in accordance with approved appropriations. Administers capital project and special revenue program budgets and financing. Participates in administrative roles in the procurement approval process. Oversees financial risk management including asset risk, fraud and cyber risk, liquidity risk, operational risk. Shares responsibility with Human Resources in administering various pension and employee benefits' programs. Confers with contracted businesses, employees and pension participants as necessary.

Prepares statistical and technical information for budget, and submits to the Town Manager as budget recommendations. Provides budgetary control information to departments. Assists department heads in the organization and administration of unit budgets. Recommends changes in financial operations to improve services and to attain operational efficiencies.

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Coordinates short term and long range investment and borrowing strategy. Confers with Town Treasurer, Board of Finance, banking and investment personnel as needed. Provides cash management of Town funds. Provides revenue forecasts and equipment schedules. Prepares statements for debt

service requirements, debt structuring, debt negotiations and the sale of bonds, and prepares the Town's Comprehensive Annual Financial Report. Coordinates activities with Bond Counsel.

Coordinates the implementation of computer applications used for municipal financial operations, including the management of the existing system.

**EXAMPLES OF OTHER DUTIES:**

Oversees contracted financial services. Assists external auditors by compiling necessary statistical and related program information. May make presentations to the Town Council, Board of Finance, or other Boards and Commissions as directed by the Town Manager and may assist department heads in the preparation of reports and materials. Prepares complex statistical and narrative reports for the Town Manager. Participates in professional public finance administration organizations to stay abreast of developments in finance administration.

**SUPERVISION RECEIVED:**

Works under the general direction and supervision of the Town Manager. Work is carried out with considerable independence and judgement to reach desired results.

**SUPERVISION EXERCISED:**

Provides general supervision to Town Accountant, Collector of Revenue, Assessor and staff members of the Finance Department, and general direction and consultation to department heads on budgetary matters.