

The Board of Education Town of Brooklyn

119 Gorman Road
Brooklyn, CT 06234

[**Apply Online**](#)

Category: **Administration/Business Manager**

Date Posted: **6/14/2021**

Location: **Brooklyn Public Schools**

Date of Availability: **08/13/2021**

Date Closing: **Until Filled**

Finance Director/Treasurer for the Town of Brooklyn and the Brooklyn Public Schools

The position will oversee business office functions for both the Town and Schools. The collaboration between the Town and Schools creates a unique opportunity to share one staff member for both of these positions.

Responsibilities include:

- Oversees and manages the financial operations and staff for the Town of Brooklyn and the Brooklyn Public Schools. This includes: assuring that the Finance Department is supervised, trained and motivated to maintain the highest levels of teamwork and partnership with other functions and departments within the school system.
- Oversee the process and procedures of budget preparation, accounting for income and disbursements, financial reporting, grant reporting, cash and assets management, municipal borrowing and payroll
- Ensure proper implementation of the GAAP as set by GASB and are followed in all operations
- Develop and implement annual budget, general and special funds for Town and School
- Coordinates, prepares and oversees all fiscal audits; insures that Brooklyn is in full compliance with all municipal, state and federal legal and regulatory financial requirements and communicates potential risk
- Implement financial practices and systems in accordance with town and district policies, state and federal law, and audit findings
- Analyze fiscal data and provide reports to both the Town and School
- Supervise and direct school and town financial assistants

Accountable to the First Selectman and Superintendent of Schools for efficient and effective budget management.

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Qualifications:

- **Bachelor degree in finance, accounting or related field required; advanced degree in a related field preferred**
- **Successful experience and knowledge working in a municipal government role preferred**
- **Successful experience in public school fiscal management and operations preferred**
- **Demonstrated leadership ability and team management skills.**
- **Excellent communication and interpersonal skills**
- **085 School Business Administrator certification or willingness to become certified**

Salary range: Competitive depending on qualifications and experience.

Learn more about Brooklyn Connecticut

[Brooklyn, CT](#) has a rich history and beautiful countryside. Come and be part of a special community and learn about this unique opportunity.

[The Brooklyn Public Schools](#) is a PK-8 school district with two designated high schools. The community is proud of the school district and take pride in their students.

<https://www.ctliving.com/towns/brooklyn/> Brooklyn is a beautiful part of the Quiet Corner, in Northeastern CT.