



Town of Southington

Southington, Connecticut

Invites you to apply for...
Director of Finance



On behalf of the Southington community, we encourage you to consider this exceptional career opportunity. For more information about the Town of Southington, please visit our website at www.Southington.org.

Town of Southington

Community

A growing suburban community located in Hartford County that includes Plantsville, Milldale, and Marion. Population approximately 43,500. Southington is proud of its history and committed to promoting diversity and inclusion throughout the community, in all areas of government, including education, criminal justice, health, housing, transportation, and economic success.

Director of Finance

The director serves as Chief Financial Officer of the Town under direction of the Town Manager and is responsible for planning, organizing, and directing all operations of the department. This department consists of an Assistant Finance Director, Treasurer, Accountant, Payroll Coordinator, and two support staff.

Finance Department

The staff of the Finance Department are responsible for the accounting, budgeting, fiscal planning, and reporting Town's financial activities, which include:

Accounting of Financial Transactions

Reconciliation of Town revenues; Processing purchase orders and vendor payments; Payroll and maintaining benefit records; Investing Town funds

Reporting of Financial Position

Assemblance of financial statements and schedules for audits; Compiling information for long-term debt; Analyzing financial data for special projects

Monitoring of Financial Operations

Reviewing budget to ensure adequate funding; oversee Town annual audit; Ensuring compliance with federal/state laws and Town charter

Planning for the Future

Preparing Town budget; Plan funding of capital expenditures

Qualifications

The Town of Southington is seeking a highly skilled individual with leadership practices that include:

- Planning, organizing, implementing, and directing policy of municipal financial goals and objectives;
- Coordinating revenues and expenditures of all Town funds, and forecasting the multi-year debt service schedule;
- Developing and administering the Town budget and Capital Improvement Plan;
- Coordinating annual audit and preparing Annual Comprehensive Financial Report (ACFR);
- Ensuring compliance with all federal, state, and local legal requirements by assuring adherence to the laws, preparing and filing statistical/narrative reports, and advising management of issues;
- Thorough knowledge of municipal financial administration, including accounting, budgeting, purchasing, and investing
- Focusing on individual and team continuous improvement.

Responsibilities

- Attendance at all Board of Finance, Self-Insurance, and Town Council meetings;
- Ability to analyze organizational and administrative problems, recommend alternative courses of action, and provide leadership to others in implementing such actions;
- Ability to establish and maintain professional and effective working relationships with the public, supervisors, co-workers, staff, and outside agencies.
- Establish and implement procedures for finance department.
- Review, interpret, and disseminate financial information to committees and boards.

Application Process

Candidates should submit the following materials through our online application system by visiting:

<http://www.applitrack.com/southingtonschools/onlineapp/default.aspx>.

- Letter of interest including qualifications and experience.
- Completed application and current resume.
- Three letters of recommendation.
- Verification that the candidate holds a bachelor's degree in accounting, finance, business, or public administration from an accredited college or university. Master's degree, CPA, or Certified Public Finance Officer (CPFPO), preferred.
- Minimum of seven years experience in municipal accounting, including at least five years of managerial experience.
- Directive supervisory experience in a Municipality preferred.

For more information contact:

Human Resource Department
200 North Main Street
Southington, CT 06489
Telephone: (860) 628-3248
Email: passamanom@southington.org

Salary

Effective 2022-2023 \$127,000 - \$137,000

Anticipated Timeline

Deadline for Applications..... May 13, 2022

**Review will begin immediately upon receipt.*

Interviews Week of May 23, 2022

Goal Start Date..... July 1, 2022