

TOWN OF BOLTON

Title: Chief Financial Officer

Position Definition: Plans, organizes and directs all accounting work, cash and debt management, payroll and purchasing, revenue collection, financial planning, budget administration, employee benefit plan administration, grant administration and risk management. Plans, manages and administers financial management systems utilized by the Town. Performs the duties of Town Treasurer or Deputy Treasurer as appointed.

Supervision Received: Reports directly to the Administrative Officer.

Supervision Exercised: Provides general supervision to staff in the Town's Finance Department.

Examples of Essential Duties:

1. Supervises the collection, safekeeping and distribution of all funds for the Town of Bolton. Responsible for accounting, reporting and record keeping for revenues and expenditures of town funds. Regularly prepare financial reports for and meet with the Board of Finance and as requested by the Board of Selectmen.
2. Coordinate the preparation and administration of the annual budget, sub-budgets and related funds including grant programs and indebtedness program. Works with community organizations and citizens in interpreting the financial needs of and impact of the town budget by providing program and financial data and analyses, through personal appearance, as appropriate.
3. Oversee budget administration to ensure policies and procedures are adhered to by all effected entities. Develop accounting manual, policies and procedures and revise as necessary. Establishes and maintains chart of accounts.
4. Provide cash management of town funds including forecasting of revenue and expenditures. Develop, coordinate and implement short term and long range investment and borrowing strategies. Responsible for ensuring proper authorization of expenditures of all Town of Bolton funds.
5. Serves as internal lead for annual audit, bond offerings and other financial reports. Establish internal audit procedures and responds to requests from the Town's auditor.
6. Oversee bidding and purchasing, employee benefits administration, and insurance risk management coordinating with Administrative Officer. Administer State grants, Federal grants and all other grants, including financial reporting.
7. Coordinates activities closely with Superintendent of Schools and School Business Office.
8. Assist in development of improvements and changes in financial management to obtain operational efficiencies and better services. Ensure systems integration of financial matters between town and school district.

9. Serves as Finance Director for Bolton Lakes Regional Water Pollution Control Authority (BLRWPCA). Examples of duties as the Authority's Finance Director are as found above (but not limited to) in the essential duties numbers one through six. Duties are as they apply to the BLRWPCA Board of Directors not Town Boards.

Examples of Incidental Duties:

1. Provide financial information and direction to staff.
2. Maintain fixed asset inventories.
3. Serves as financial consultant for union contract negotiations.

Knowledge, Skills and Abilities Required:

Comprehensive knowledge of municipal and educational accounting principles and procedures. Thorough knowledge of GASB fund accounting and encumbrance accounting, as well as, various other Federal and State laws regarding finance. Strong oral and written communication skills. Ability to manage and effectively work with a wide variety of individuals. Ability to perform fiscal planning, maintain and prepare detailed financial reports. Knowledge of various computer programs and financial software applications. Ability to identify, implement and utilize current and new technology.

Minimum Qualifications Required:

Bachelor's degree in Accounting, Finance, Business Administration or Public Administration, preferably a Certified Public Finance Officer or progress towards certification. A minimum of six years experience in financial, public, school or business management and progressively responsible administrative experience.

License or Certificate: Connecticut Motor Vehicle Operator's License.

Physical Exertion/Environmental Conditions: Performs duties primarily in an office setting. Some highway driving may be required. The physical demands described are representative of those that must be met to successfully perform essential job functions. Duties require sitting and walking around; talking and hearing; using hands to feel, or operate objects, tools or controls; and reaching with hands and arms. Exposure to computer screen. Ability to lift and/or move up to 25 pounds. Vision ability includes close vision and ability to adjust focus. Some stress involved in public contact.

Note: The description is illustrative of tasks and responsibility. It is not meant to be all-inclusive of every task and responsibility.