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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~~ Town Administrator.

Supervision Exercised: Provides strategic leadership and general supervision to staff in the Town's Finance Department. Fosters a culture of accountability and professional development, utilizing inclusive practices to build and mentor high-performing teams.

Examples of Essential Duties:

1. Supervises the collection, ~~safekeeping~~ safekeeping, and distribution of all funds for the Town of Bolton. -Responsible for ~~accounting~~ accounting, reporting and record keeping for revenues and expenditures of town funds.

2. Regularly prepares executive-level financial reports for and meets with the ~~Board of Finance~~ Finance Committee ~~and~~ as requested by the Board of Selectmen.

3. 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.~~

- Coordinate development of budget scenarios and financial models to support decision-making.
- Ensure the Town's budget reflects realistic revenue assumptions, expenditure controls, and strategic investment priorities.
- Collaborate annually with the Tax Collector and Town Assessor to calculate and recommend the Town's mill rate based on approved budget requirements, projected revenues, grand list valuations, collection assumptions, and long-term fiscal objectives.
- Serve as primary staff liaison to the Town's Finance Committee.
- Provide technical financial support, recommendations, and professional guidance during budget deliberations and throughout the fiscal year.
- Prepare agendas, reports, analyses, and presentation materials for Finance Committee meetings.

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- Present budget recommendations, forecasts, and financial analyses in public meetings.
- Advise committee members on municipal finance best practices, budget assumptions, and long-term fiscal implications of proposed decisions.
- Support the committee in evaluating policy choices, capital plans, and funding strategies.

2.4. Prepare presentations, financial data, analyses and reports that simplify complex fiscal data for community organizations, citizens, and elected officials.

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~~3.5. — Oversee budget administration to ensure policies and procedures are adhered to by all effected entities. Develops and revises accounting manuals, policies and procedures and to strengthen internal controls, improve reporting accuracy, and ensure transparency across all municipal entities, revise as necessary. Establishes and maintains chart of accounts.~~

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Oversee budget administration and maintain the chart of accounts to ensure policy compliance across all municipal entities. Continuously develop and refine financial policies and procedures to strengthen internal controls, enhance reporting accuracy, and promote transparency while adhering to state compliance and regulations.

- Streamline processes for:
 - Accounts payable
 - Purchasing approvals
 - Invoice processing
 - Departmental budget monitoring
 - Electronic workflows
 - Reporting automation

~~4.6~~ Provide proactive cash management of town funds including forecasting of revenue and expenditures throughout the fiscal year. Develop, coordinate and implement short term and ~~long range~~long-range investment and borrowing strategies. Responsible for ensuring proper authorization of expenditures of all Town of Bolton funds obtained from the Board of Selectmen.

~~5.7.~~ Serves as internal lead for annual audit, bond offerings and ~~other financial~~state/federal reportings. Establish internal audit procedures and ~~responds to requests from the Town's auditor~~manages relationships with external auditors to ensure strong audit outcomes and GASB compliance.

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- Review audit findings, management letter comments, and recommendations with Town leadership, the Finance Committee, and the Board of Selectmen, and develop corrective action plans or process improvements where appropriate.
- Maintain strong internal controls, accounting practices, and financial documentation standards to ensure audit readiness, regulatory compliance, and sound fiscal stewardship year-round.

- Monitor implementation of audit recommendations and strengthen financial policies and procedures to improve accountability, transparency, and operational effectiveness.

~~6.8.~~ ~~Oversee~~ Collaborate regarding bidding and purchasing, employee benefits administration, and insurance risk management coordinating with ~~Administrative Officer~~ Town Administrator. Administer ~~S~~state grants, ~~F~~federal grants and all other grants, including financial reporting.

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- Oversee financial administration and reporting for Town grants, including preparation and submission of grant expenditure reports, reimbursement requests, financial compliance documentation, and budget-to-actual grant tracking in accordance with grantor requirements.
- Partner with department leaders and grant administrators to ensure grant-funded programs and capital projects are accurately budgeted, properly expensed, fully documented, and financially compliant with all federal, state, and local reporting requirements.

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~~7.9.~~ Coordinates activities closely with Superintendent of Schools and School Business Office.

~~8.10.~~ ~~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. Leads the identification, implementation, and integration of financial management systems to obtain operational efficiencies. Standardizes procedures and manages leads change-management strategies to ensure successful adoption of new technology and reporting tools across the town and school offices and in collaboration with the Town Administrator.~~

~~9.11.~~ Serves as Finance Director for Bolton Lakes Regional Water Pollution Control Authority (BLRWPCA). ~~Examples of duties- Serves 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.~~

~~10.12.~~ Provides general supervision to staff in the Town's Finance Department. Fosters a culture of accountability and professional development, utilizing inclusive practices to build and mentor high-performing teams.

13. Financial Leadership & Strategic Planning

- Serve as the Town's chief financial strategist and principal advisor on fiscal policy, financial planning, and long-term budget sustainability.

- Partner with the Town Administrator and Board of Selectmen to develop and implement a **multi-year financial plan** aligned with the Town's strategic goals, service priorities, and capital needs.
- Provide financial leadership on policy decisions affecting revenues, expenditures, reserves, debt capacity, and long-term obligations.
- Evaluate the financial impact of proposed initiatives, policy changes, staffing requests, and major municipal projects.
- Develop strategic recommendations on funding approaches for major capital investments, including debt financing, grant opportunities, reserve utilization, phased appropriations, and alternative financing mechanisms.

14. Other duties as assigned.

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 focus on financial reconciliation and data integrity.

Ability to perform fiscal planning, maintain and prepare detailed financial reports. Experience in data-driven processes and forecasting accuracy. Knowledge of various computer programs and financial software applications. Ability to identify, implement and utilize current and new technology. Ability to develop financial reporting tools to support the ongoing management of the town's operations.

–Experience in leading teams through organizational transitions or system integrations. Ability to manage and effectively work with a wide variety of individuals. 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, [including directly leading high-performing teams](#), 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.

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Supervision Received: Reports directly to the Town Administrator.

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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 expenditure of town funds.
2. Regularly prepares executive-level financial reports for and meets with the Finance Committee **and as requested by the Board of Selectmen.**
3. Coordinate the preparation and administration of the annual budget, sub-budgets and related funds including grant programs and indebtedness program.
 - Coordinate development of budget scenarios and financial models to support decision-making.
 - Ensure the Town's budget reflects realistic revenue assumptions, expenditure controls, and strategic investment priorities.
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 - Serve as primary staff liaison to the Town's Finance Committee.
 - Provide technical financial support, recommendations, and professional guidance during budget deliberations and throughout the fiscal year.
 - Prepare agendas, reports, analyses, and presentation materials for Finance Committee meetings.
 - Present budget recommendations, forecasts, and financial analyses in public meetings.

- Advise committee members on municipal finance best practices, budget assumptions, and long-term fiscal implications of proposed decisions.
 - Support the committee in evaluating policy choices, capital plans, and funding strategies.
4. Prepare presentations, financial data, analyses and reports that simplify complex fiscal data for community organizations, citizens, and elected officials.
 5. Oversee budget administration and maintain the chart of accounts to ensure policy compliance across all municipal entities. Continuously develop and refine financial policies and procedures to strengthen internal controls, enhance reporting accuracy, and promote transparency while adhering to state compliance and regulations.

Streamline processes for:

- Accounts payable
 - Purchasing approvals
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 - Departmental budget monitoring
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6. Provide proactive cash management of town funds including forecasting of revenue and expenditures throughout the fiscal year. 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 obtained from the Board of Selectmen.
 7. Serves as internal lead for annual audit, bond offerings and state/federal reporting. Establish internal audit procedures and manage relationships with external auditors to ensure strong audit outcomes and GASB compliance.
 - Review audit findings, management letter comments, and recommendations with Town leadership, the Finance Committee, and the Board of Selectmen, and develop corrective action plans or process improvements where appropriate.
 - Maintain strong internal controls, accounting practices, and financial documentation standards to ensure audit readiness, regulatory compliance, and sound fiscal stewardship year-round.
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8. Collaborate regarding bidding and purchasing, employee benefits administration, and insurance risk management coordinating with Town Administrator. Administer state grants, federal grants and all other grants, including financial reporting.
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