

## **TOWN OF AVON**

**Title:** Director of Finance

**Department:** Finance

**Revised:** July 2020

**Position Definition:** Plans, organizes, and directs the accounting, cash management, investment, payroll, programs of the Town. Prepares operating and capital improvement budget recommendations. Oversees tax collection, assessment operations, budget administration, and pension plan administration.

**Supervision Received:** Receives policy direction and administrative supervision from the Town Manager. Performs work with considerable independence. Prepares regular statistical and narrative reports, including financial statements, for the Town Manager, Town Council and Board of Finance, and coordinates cash management and investment activities with the Town Treasurer.

**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 and purchasing matters.

### **Examples of Essential Job 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, data analytics, investment, payroll, property assessment, purchasing, and revenue collection.

Coordinates the preparation and administration of the Town budget and indebtedness program.

Prepares statistical and technical information for budget, and submits to the Town Manager as budget recommendations.

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 and operational risk.

Shared responsibility with Human resources in administering various pension and employee benefits programs.

Confers with contracted businesses, insurance carriers, 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.

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.

Performs the data processing cycle which includes data input, data processing and data output, to a varied audience in different formats.

#### **Examples of Incidental Job 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 with professional public finance administration organizations to stay abreast of developments in finance administration.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with a Bachelor's degree in Public or Business Administration, Public Finance or some closely related field, and 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 some closely related field, and/or recognition as a CPA or Certified Public Finance Officer (CPFO), and minimum of four years increasing responsible experience in financial management and supervision is highly desirable.

**Knowledge, Skills, and Abilities:** 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. Ability to prepare financial statements in accordance with generally

accepted accounting principles. 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. Ability to prepare statistical as well as narrative reports. Ability to apply State, and Federal laws, Town Ordinances, department policies, procedures, rules and regulations to determine necessary action. Ability to digest, review and disseminate large quantities of information to the proper authorities. Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public.

**Physical, Mental Exertion/Environmental Conditions:** Works in office setting subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. Must be able to work under stress from demanding deadlines and changing priorities and conditions. This is a highly visible public administrative position with consequent demands and pressures of office, including interaction with public and media exposure.

**License or Certificate:** Current Motor Vehicle Operator's license.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.