

Town of Bethany – FINANCE DIRECTOR (updated 12/6/2021)

GENERAL STATEMENT OF DUTIES:

Plans, organizes, initiates, and directs comprehensive municipal finance operations. Responsible for maintaining the Town's system of accounts, general fund, bonded projects fund and other funds, all other general ledger and all subsidiary ledgers for each fund and all special funds; develop and maintain a complete system of internal controls. Requires the application of professional accounting skills and techniques to a variety of work situations. Supervision of employees engaged in processing documents, posting payroll, and a variety of related duties. Manages benefits for Town and Union employees.

SUPERVISION RECEIVED:

Works under the general direction of the First Selectman, in cooperation with the Board of Finance.

SUPERVISION EXERCISED:

Supervises Finance Department staff, including Bookkeeper and Finance Assistant(s).

ILLUSTRATIVE DUTIES:

Assists in planning, organizing, directing, and reviewing budget preparation and execution, payroll administration, accounting and auditing work.

Performs, oversees and coordinates special fund accounting with the general accounting system.

Supervises issuance of checks.

Monitors budgetary expenditures in conjunction with department heads.

On a timely basis, reviews general ledger accounts and subsidiary ledgers, directs the reconciliation of all bank accounts and reconciles Tax Collector's ledgers to the General Fund. Prepares trial balances and analysis as required.

Attends meetings of the Board of Finance. Prepares for the Board of Selectmen and the Board of Finance monthly Expense, Encumbrance & Appropriations report, Revenue report, Fund status reports, and such other reports as may from time to time be required.

Maintains insurance, fixed asset, and payroll records.

Plans issuance of Bond Anticipation Notes and Long-Term Bonds in coordination with the Board of Selectmen, Board of Finance, the Town's Financial Advisor and Bond Attorney to properly meet the financing needs of the Town.

Prepares the Town budget work papers and related information as requested by the Board of Finance.

Prepares entries and schedules for year-end audit; financial reports and statements; personnel/payroll data for collective bargaining; State and Federal reporting; and miscellaneous requests for data as necessary.

Coordinates the annual financial audit, working closely with the Town Auditors.

Prepares and/or supervises the review and verification of complex financial documents, reports and statements, including applications and financial reports relating to State and Federal Grants.

Under the direction of the Board of Finance, maintains the Financial Policy Manual and updates as required. Monitors that the policies and procedures enumerated in the manual are adhered to and recommends corrective actions as necessary.

Assists with administration of various insurance programs such as medical insurance, liability and property insurance and workers' compensation; works with brokers and agents to acquire quotes; maintain records of medical insurance for employees and retirees.

Take necessary action to ensure compliance with financial requirements established by law, ordinance, or regulation.

Performs related work as required.

Minimum Qualifications

Bachelor's Degree in Accounting or closely related field. Minimum of five years accounting experience, municipal experience preferred. CPA a plus. Masters in Accounting a plus. Auditing experience a plus. Experience with Edmonds a plus. Experience with CheckWriters a plus.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

TOWN OF BETHANY SUMMARY OF BENEFITS FOR THE FINANCE DIRECTOR POSITION

Health and Medical Insurance (after 3 months of service)

Health Insurance: ConnectiCare: CT Flex POS – Fully paid by the employer

HSA: 80% of deductible is covered by employer

Dental Plan: Individual/Family dental plan is available through Cigna DPPO

Life Insurance: non-contributory group insurance plan

Pension: 8% contribution after 1 year of service

Additional AFLAC coverage available to employee

Paid Leave:

12 Sick Days per calendar year after 6 months of service

3 paid Personal Days per calendar year after 6 months of service

12 paid Holidays after 3 months of service

Vacation Leave: Benefits begin after 1 year of service

Year of service:	Vacation Leave
1	1 Week
2	2 Weeks
5	3 Weeks
10	4 Weeks
15	5 Weeks

The Town of Bethany follows all Federal and State Labor Laws and Regulations