



TOWN OF REDDING

Finance Director

\$110,000 - \$125,000

The Town of Redding, CT (population 9,200) is seeking an experienced person to provide overall administration and management of the Finance Department of the Town in all areas including budgeting, expense and revenue management and reporting, annual financial report, payroll, accounts payable, general accounting, debt issuance, grants management, employee benefits, purchasing, risk management, internal controls, financial policies and procedures, and information technology.

The Finance Director oversees a General Fund budget of \$52 million, as well as Enterprise, Special Revenue, and Internal Service funds. The Town maintains a credit rating of AAA+ with Standard & Poor's. The Town's Annual Comprehensive Financial Report (ACFR) has consistently received the GFOA's Certificate of Achievement award.

Minimum Qualifications

Must possess a Bachelor's degree in Accounting, Finance or Public Administration from an accredited college plus 5 years of experience. An MBA, CPA, or CPFO is desirable. Experience must be in a senior level finance position including supervisory experience. MUNIS experience a plus.

Selection Process

All appointments and promotions shall be made according to merit and fitness for performing the functions of the position, including factors such as education, experience, aptitude, knowledge, character, ethics, references provided, or other qualifications that would determine the best candidate for the position. Offers of employment are contingent upon satisfactory results on a background check and verification of information on the employment application.

Applications

Applications may be obtained on our website at www.townofreddingct.org and must be submitted along with a resume and cover letter no later than June 1, 2022. Applications are accepted either by mail to: Town of Redding, Attn: First Selectwoman, 100 Hill Rd, Redding, Ct 06896, or email: firstselectman@townofreddingct.org.

The Town of Redding is an affirmative action/equal employment opportunity employer

Essential Job Functions:

- Manage the Finance Department personnel which consists of an Accountant/Benefits Coordinator, and Accounting Assistant/IT Coordinator
- Responsible for bi-weekly payroll (Paychex) and accounts payable (MUNIS)
- Prepares the annual budget for approval by the Board of Selectmen and the Board of Finance
- Responsible for data requests and questions from external auditors for preparation of the Annual Comprehensive Financial Report (ACFR), State and Federal Single Audit and OPEB Trust. Insure compliance to internal controls.
- Generates Monthly Expense and Revenue variance reports for the Department Heads
- Responsible for all employee benefits including Medical, Life, Short and Long Term disability, Pension plans, Vacation, Sick, and Holiday time
- Liability Insurance, and Workers Comp claims processing (CIRMA)
- Approval of Purchase Orders, New Vendors, Journal Entries, and Payroll changes
- Liaison with Bond Counsel and Financial Advisor for issuance of debt requirements, particularly the Official Statement
- Oversees development and changes to existing financial policies and procedures, as well as insuring compliance to such policies
- Work with outside IT services provider to address issues as necessary and maintain/upgrade all computer equipment and software
- Attend monthly Board of Finance meetings, including preparation of a monthly report.
- Submit oral and written reports and presentations to town officials as requested
- Attend seminars and conferences, and participate in professional and public administration activities to remain current on developments in relevant fields
- Promote a team effort within the department to serve the public

Hours -This position is Full Time Exempt and Non-Union at 36.5 hours per week. Hours and workdays are currently Monday – Wednesday 8:30 – 5:30, and Thursdays 8:30 – 6:00. The office is closed on Fridays. The position often requires time beyond the scheduled hours, including evening meetings and additional hours required to meet the demands of the job duties.

