

Middletown, CT Job Description

Classification Title	Director of Finance
Job Code	
Department	Finance
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to plan, organize and direct the financial management of the City. Provides supervision for the Finance Office, Purchasing, Payroll and Tax Collector's offices. ~~and administer the financial operations of the City including accounting, cash and debt management, payroll, pension and the tax office. The work is performed under the direction of the Mayor.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Supervises the operations and staff.~~ Supervises the operations and staff. ~~of the Finance Department and tax office;~~ Plans, coordinates, assigns and reviews work. ~~s~~ Allocates personnel; ~~and evaluates performance.~~ and evaluates performance.
- Handles union collective bargaining contract negotiations. Sits on labor management review board for job appeals. Acts as member of committee for interviewing and selecting professional services.
- Prepares fiscal year activity, which includes budget process and maintenance, audit process and year end process.
- Supervises the preparation and administration of accounting all City budgets and budgeting, purchasing, payroll, tax collection, debt and cash management of the Finance Office. Analyzes and evaluates accounting, auditing, cash management, collection, purchasing and payroll procedures. Develops pertinent financial data in the preparation of reports and budget documents. Estimates revenue receipts for citywide budgets.
- ~~to present to the Mayor including General, Fire, Water, Sewer and Sanitation operating budgets.~~

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- Maintains accounts and records for the City. Prepares, analyzes and explains financial statements for federal, state and local agencies, administration, council members or department heads.
- Advises the Mayor, Council members and various committees on all financial matters; advises City departments in the organization and administration of their operational and capital budgets. Advises Finance and Government Operations Commissioners on all financial items before the Common Council. Confers with and advises and assists elected officials and department heads in formulation of fiscal policies, budget matters and financial administration.
- Implements and manages adopted budgets, grants, capital projects and donations.
- ~~Manages short-term and long-range investment and borrowing strategy; supervises the management of all City funds. Supervises the City pension benefit system and investments; advises the Pension board on all pension benefit items; supervises the City's deferred compensation plan.~~
- ~~Supervises and manages the preparation of the City's Comprehensive Annual Financial Report and the Official Statement for all City bond issues; makes presentation to Bond Rating Agencies in New York.~~
- ~~Prepares Bond and Note Offerings. and/or supervises the implementation of all financial computer systems including accounting, payroll, purchase orders, cash flow and debt.~~
- ~~Supervises the administration of personnel policies and collective bargaining agreements as they relate to payroll and employee benefits. Advises the Mayor on the costs of union-proposed contract negotiations. Attends board and committee meetings.~~
- ~~Prepares financial projection forecasts on the General Fund to assist the Mayor and Common Council in setting annual mill rate and service fees.~~
- ~~Acts as member of committee for interviewing and selecting all professional services purchased by the City.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

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Education and Experience

~~Bachelor's degree in Accounting and at least eight years of experience in Government Fund Accounting. with Master's level coursework in the field; Master's degree preferred; with three years of governmental accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities~~

Appropriate education substitutions can be made.

Other

- ~~• Certified Public Accountant desirable.~~

PREFERRED QUALIFICATIONS

~~Master's degree and at least ten years of experience~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.~~
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- ~~• Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as contracts, operational and capital budgets, projections and forecasts, charter, ordinances, legal briefs, economic analysis, and organizational analysis. Knowledge of GAAP and GASB pronouncements~~
- ~~• Requires the ability to communicate orally and in writing with the Mayor, Finance and Budget Commissioners, Directors of all Departments, Pension Board, various City committees and commissions, auditors, bankers, Bond Council, taxpayers, the media and the public. Knowledge of state and federal laws and regulations governing finance administration~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; may require the ability to perform~~

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~~mathematical operations involving descriptive statistics.~~ Ability to analyze collective bargaining agreements

- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information

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- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm

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and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/03/15
Dates revised	