

DIRECTOR OF FINANCE
Salary range: \$89,765 - \$116,457

DEFINITION

This is responsible, full-time administrative work in directing the centralized fiscal activities of the City government.

The employee in this class has responsibility for the direction and coordination of offices and personnel providing budget, tax assessment and collection, treasury management, accounting, expenditure control and financial reporting services. In addition to the supervision of subordinate staff, the employee participates in the formulation of financial policies and in their execution, serving both as budget officer and controller. Work is carried on with considerable independence, but is subject to executive direction and review by the Mayor and to an external audit of fiscal procedures and transactions.

ILLUSTRATIVE DUTIES

Plans, organizes, directs and reviews general procedures, methods and results of budget preparation and execution, revenue collections, payroll administration, accounting and auditing work.

Confers with and advises subordinate supervisors concerning difficult work problems, the development and installation of new work procedures and policies, and appropriate methods of coordinating services.

Oversees and coordinates special fund accounting with the general accounting system.

Participates in the formulation of financial analyses and reports, interprets and summarizes such studies; contacts other departmental officials for necessary data or action.

Confers with members of the public relative to special or general matters related to City finances; interprets financial policies, objectives and requirements.

Prepares memoranda and conducts correspondence.

Attends all aldermanic meetings and all budget sessions called by the Mayor, the Board of Finance and the Board of Aldermen.

Performs related work as required.

KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of governmental accounting, budgeting, treasury management and revenue administration.

Knowledge of the principles and practices of public administration.

Ability to plan, organize, direct and review the work of several separate operating units engaged in a variety of financial and related activities.

Ability to formulate, initiate and administer general controlling policies and procedures.

Ability to provide effective leadership for and maintain harmonious relationships in the department.

Ability to meet successfully with department heads, other public officials and the general public and to establish effective working relationships.

DESIRABLE QUALIFICATIONS

Considerable experience in public financial administration affording familiarity with budgeting, accounting and treasury management principles and practices, including experience in a responsible administrative capacity and graduation from a four-year college or university with specialization in business or public administration.

Send resume to: City of Milford, Personnel Office, 70 West River Street, Milford, CT 06460. Email: lpisacane@ci.milford.ct.us Deadline: May 6, 2011