

# TOWN OF HARWINTON

## CHIEF FINANCIAL OFFICER JOB DESCRIPTION

**JOB TITLE:** Chief Financial Officer – F/T Union Position – 34 Hours/Week

**SUPERVISOR:** First Selectman

**PURPOSE OF JOB:**

The person is responsible for all aspects of bookkeeping for the Town of Harwinton including payroll, accounts receivable, accounts payable, recording of purchase orders, journal entries, fiscal controls, audits and required year end procedures, state compliance, benefits administration, grant administration, maintaining all funds in accordance with U.S. Generally Accepted Accounting Principles for Governments (GAAP) and any other related duties as assigned.

**ESSENTIAL FUNCTIONS:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

- Keeps all books and records as required under governmental accounting, auditing and financial reporting standards. Responsible for maintaining the General Ledger accounting module, asset depreciation schedule, including reconciling all general ledger accounts, maintain general ledger journal entries, balance sheets, trial balances, chart of accounts, funds and fund descriptions, and balancing of bank statements.
- Works in concert with the Town Treasurer on posting cash receipts and coordinating reimbursements and appropriate reports.
- Responsible for preparing for and providing all records necessary for the annual or special audits and all state reports and submittals.
- Assist in the establishment and maintenance of the system of internal controls to ensure adequate checks and balances, separation of duties, transparency, and security of municipal assets.
- Develops weekly and monthly year-to-date reports and other financial reports to keep the First Selectman, department heads, and elected boards up-to-date on the budget status. Prepares other financial reports as necessary to ensure municipal officials are fully aware of their municipal finances.
- Manages the accounting software system and all training.
- Responsible for providing oversight of processing employees into and out of town employment. Additionally, provides assistance to the First Selectman in the administration of employee benefits, which includes: data submission and reporting to 3<sup>rd</sup> party retirement system and deferred compensation administrators, managing employee insurance benefits and reporting to state agencies.
- Ensures that timely and accurate filings are made with government agencies. This includes, but not limited to, quarterly payroll tax returns and annual W-2's and 1099's.
- Works closely with Department Heads and processes all payments to the Town from all areas of business.

**MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

A Minimum of five years of experience performing computer automated accounting, budgeting and other financially related analytical tasks. A working knowledge of GAAP and GASB standards is required. A BS degree in accounting, finance, business or a closely related field. Attention to details, confidentiality, thoroughness a must.

Knowledge of computer hardware and software, specifically Microsoft Word, Excel and Outlook is required. Experience and knowledge of accounting software packages that include payroll, accounts payable, account receivable and general ledger is a must.

**PHYSICAL DEMANDS AND WORK ENVIROMENT:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to walk, sit, use hands and fingers to handle or feel and reach with hands and arms. The employee must frequently lift and/or move lightweight to moderate weight items. Must be able to lift a minimum of 50 lbs. Ability to move freely about the municipal buildings and/or grounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

The Town of Harwinton does not discriminate based on race, color, national origin, sex, religion, age or disability in employment or the provisions of service. This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.

**NOTE:**

This job description in no way states or implies that these are the only duties by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and be able to follow any other duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities To perform this job successfully the incumbents will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than "at will" relationship. This job is a union position.

**ACKNOWLEDGEMENT**

I \_\_\_\_\_ have read this complete Job Description titled **Chief Financial Officer** and understand it completely.

I also acknowledge that the Job is not limited to the description and may require updating and changes to adapt to my environment. I understand what my starting wage is and have reviewed the Town of Harwinton Employee Handbook.

I further understand that I will be required to attend mandatory training as assigned by the Recreation Director or First Selectman.

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Print Name

Date

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Employee's Signature

Date