

TOWN OF TOLLAND
POSITION VACANCY
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ASSISTANT FINANCE DIRECTOR/TREASURER

The Town of Tolland is seeking applications for the position of Assistant Finance Director/Treasurer. 40 hours a week. Starting salary range is \$56,650 to \$83,006 (DOQ) with excellent benefits. Performs supervisory accounting work of complexity and variety in the functional areas of accounts payable, accounts receivable, payroll and cash management. Assists Director of Finance and Records in the preparation of the operating and capital budgets, debt management and preparation of the Comprehensive Annual Financial Report (CAFR). Implements and maintains internal accounting controls to ensure accuracy and integrity of the financial records of the Town. Min. requirements: a Bachelor's degree and 3-5 years of related work experience. CPFO preferred. Must be able to relate positively to staff and provide good customer service to the public. Application and job description can be obtained at www.tolland.org. Call the Town Manager's Office at (860) 871-3600 for questions. Application, cover letter and resume are due by November 25, 2015 at 4:00 p.m. to 21 Tolland Green, Tolland, CT 06084, attention Mike Wilkinson. EOE/AA