

Town of Tolland, Connecticut
Job Description

Position Title:	Assistant Finance Director/Treasurer	Grade Level:	NU - 4
Department:	Finance	Date:	3/25/08
Reports to:	Director of Finance	FLSA Status:	Salaried Exempt

Statement of Duties: The Assistant Finance Director/Treasurer performs administrative and supervisory work in the functional areas of accounts payable, accounts receivable, payroll, and cash management. Employee is required to perform all similar or related duties.

Supervision Required: Under general direction of the Director of Finance, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Confidentiality: Employee has regular access at the departmental level to a wide variety of confidential information, including personnel and financial records.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, leads up to two (2) other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor. Employees supervised work at the same location and the same work shift.

Judgment: The work requires the employee to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is

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expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts in an office setting. Noise or physical surroundings may be frequently distracting, but conditions are generally not unpleasant.

Nature and Purpose of Contacts: Employee frequently interacts with co-workers and the public to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative persons.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in significant monetary losses, adverse public relations, delay of service delivery or legal repercussions to the Town.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Performs responsible financial control, accounting reporting and administrative functions.
2. Reviews, develops, implements and maintains internal accounting control procedures to ensure the accuracy and integrity of the Town's financial data. Performs internal audit function as required.
3. Provides technical accounting support to the Director of Finance and department staff.
4. Prepares journal entries on an as needed basis.
5. Verifies accuracy of all data carried forward to the next fiscal year. Upon completion of the CAFR, reconciles trial balances to audited financial statements.
6. Monitors daily cash flow requirements and balances cash deposited. Invests Town funds in conformance with Town's investment policy
7. Reconciles all bank account statements and investments. Prepares year-end cash reconciliation reports.
8. Authorized signatory on checks, legal documents and bank documents.
9. Reviews check runs and approves checks for payment.
10. Assists the Director and Town Manager with the preparation of the Town's annual operating and capital budgets.
11. Assists the Director in the preparation of the Comprehensive Annual Financial Report.

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12. Completes special projects and conducts independent research as required.
13. Attends professional workshops to maintain knowledge of municipal finance.

Recommended Minimum Qualifications

Education and Experience: Graduate of a four year college with a Bachelor's degree and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None. Designation as a Certified Public Finance Officer preferred

Knowledge, Abilities and Skill

Knowledge: Working knowledge of municipal accounting and their functions; knowledge of accounting, collection work, payroll, personnel, borrowing and investing functions; working knowledge of financial and office software applications.

Abilities: Ability to read, analyze and interpret complex financial documents; ability to respond effectively to sensitive inquiries or complaints; ability to budget and forecast revenue; Ability to communicate effectively both orally and in writing. Ability to manage multiple tasks in a detailed and accurate manner.

Skills: Proficient financial management, business mathematical and accounting skills.

Physical and Mental Requirements

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledgers, photocopy or computer paper.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, personal computer, and other office equipment.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes.