

TOWN OF ROCKY HILL EXTERNAL JOB POSTING

(This is an advertisement. Please see pages 2 – 4 below for a detailed job description.)

DEPARTMENT OF FINANCE

TREASURER/ACCOUNTING MANAGER

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for a position with substantial accountability for financial operations.

Rocky Hill is a suburban community of approximately 21,000 residents, with vibrant neighborhoods, award-winning public schools, and is rich in history dating back to the Revolutionary War. Rocky Hill is located on the shore of the Connecticut River, just two hours from both Boston and New York City, and eight miles south of Hartford. Rocky Hill continues to encourage growth and community reinvestment without sacrificing its home town atmosphere.

The Town Treasurer reports to the Director of Finance and is responsible for receiving and safely keeping all monies belonging to the Town of Rocky Hill in accordance with the Town Charter which can be viewed online at:

<http://www.rockyhillct.gov/APPROVED%20CHARTER%2011%203%2015.pdf>.

This position is part of the MEUI Local #506 Union contract. Salary (effective 7/1/2021: \$118,377 annually) and hours will be in accordance with the Union contract which can be viewed online at: www.rockyhillct.gov/unioncontracts.

Application materials must clearly reflect significant experience and achievements. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted via electronic mail, Attention: Camille Carney (hrdept@rockyhillct.gov). Applications will be accepted until the position is filled. Incomplete applications will not be considered.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email (hrdept@rockyhillct.gov) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill
Job Description**

POSITION: TOWN TREASURER/ACCOUNTING MANAGER
DEPARTMENT: FINANCE
REPORTS TO: DIRECTOR OF FINANCE
SUPERVISES: N/A
BARGAINING UNIT: MEUI LOCAL #506

Summary of Responsibility:

Performs responsible technical government accounting and professional administrative work in maintaining financial control functions; and assumes the responsibilities and duties of the Treasurer, per Town Charter.

General Functions:

1. Preparation of written reports, analysis, and correspondence as directed;
2. Provides assistance and information to the Town departments, financial institutions, state and federal agencies and the public as needed;
3. Makes oral presentations to town staff, boards and commissions, and outside agencies as required; and
4. Works extended business hours and occasionally attends meetings outside the normal business day as required.

Essential Functions of the Treasurer:

1. Appointed by the Town Manager;
2. State, federal and agency reports as required for payroll and special funds;
3. Performs reconciliation of all Town bank accounts for the Director of Finance's approval;
4. Reporting and deposit of Federal and State Tax withholding to IRS and State of Connecticut;
5. Authorizes disbursement of Payroll funds for Town employees;
6. Processes write transfers/payments as required for Payroll, Education Pension, debt and investments;
7. Investment of Cash Balances not needed for immediate expenditures;
8. Records receipts and disbursements of all revenues collected by Town departments;
9. Deposits and disburses funds; and
10. Performs deposits as needed.

Essential Functions of the Accounting Manager:

1. Receives administrative direction from the Director of Finance;
2. Performs routine work in the functional areas of cash management, investments, purchasing, accounts payable, accounts receivable, payroll, audit, budget, fixed assets and related financial areas in an automated accounting system;

3. Assists in planning, organizing, and reviewing general procedures, methods and results of budget preparation and execution, revenue collections, accounting and auditing work;
4. Monitors daily cash flow requirements;
5. Assists in the review of purchase orders and invoices in conformance with the Town Purchasing Policy;
6. Provides a back-up role for accounts payable and the payroll operations;
7. Reviews revenue deposits;
8. Performs internal audit functions for the Town and Board of Education as required;
9. Maintains the chart of accounts for all Town funds;
10. Maintains the Town's general and subsidiary ledgers;
11. Coordinates the annual audit process;
12. Assists in the preparation and dissemination of the Annual Report, Official Statement, prepares documents/schedules for Town budget, Town audit, Town Finance Committee and other financial reports as required;
13. Shall occasionally be available for evening and Town Council meetings as required;
14. Prepares and posts monthly journal work papers including file imports;
15. Processes liability insurance claims and monitors receipt and payment of claims; and
16. Maintains financial software training and security.

In accordance with the Town Charter, Chapter VII. Administrative Officers and Departments Responsible to the Town Manager, Section 702:

“There shall be a Town Treasurer appointed by the Town Manager for an indefinite term. It shall be the duty of the Treasurer to receive and safely keep all monies belonging to the Town by depositing the same in a bank or banks to be selected by them with the approval of the Council. The Treasurer may invest from time to time in securities of the United States or time or demand deposits with the approval of the Council monies of the Town not needed for immediate expenditure. The Treasurer shall likewise invest any trust funds of the Town for which other provision has not been made by the terms of the gift creating such fund in securities legal for the investment of trust funds in Connecticut. The Treasurer shall keep such accounts as shall be prescribed by law or ordinance or by the orders of the Director of Finance, approved by the Town Manager. No money shall be drawn from any Town account except by check, countersigned by the Treasurer or the deputy, and neither of them shall affix their signature to any such check unless they are satisfied that the expenditure represented thereby has been legally incurred...”

The duties listed above are intended only as illustrative of the various types 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 or a logical assignment to the position.

Qualifications and Competencies:

1. The skills and knowledge required would generally be acquired with a Bachelor's degree in Accounting or some closely related field (advanced degree(s) a plus) and three (3) years of progressively responsible corporate and/or governmental accounting experience

including some supervisory experience, or any equivalent combination of experience and training which demonstrates the potential for performing the duties of these positions;

2. Valid Connecticut Driver's License;
3. Must have strong oral, written, supervisory and interpersonal communication skills;
4. Extensive knowledge of generally accepted accounting principles and State and Federal laws and regulations relating to accounting and auditing procedures;
5. Extensive knowledge of general ledger and preparation of trial balances;
6. Extensive knowledge of account reconciliation techniques;
7. Knowledge of investment principles;
8. Knowledge of financial accounting and reporting systems and PC supported applications;
9. Ability to establish and maintain manual and computerized financial reporting systems;
10. Ability to manage and coordinate multiples priorities adhering to established time frames and in accordance with accounting practices and established or standard office procedures;
11. Experience with automated Accounts Payable, Accounts Receivable, Payroll, Budget and Purchasing Systems (PC and/or mainframe based helpful); and
12. Ability to maintain an effective working relationship with Town staff and the general public.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to sit for long periods of time.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty-five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to use repetitive motions in order to utilize a computer keyboard, calculators, check signers, fax machines, copier and other office equipment on a regular basis is essential.
7. The ability to occasionally drive to other Town facilities, banks and offsite training classes.
8. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.