

**Comptroller Position – Finance Department
Town of New Milford, CT**

Salary: \$71,711 - \$95,917

The Town of New Milford is currently recruiting for an experienced Accounting Professional for this critical position. Responsibilities include the accounting and financial control functions of the Town. Experience with Munis financial software preferred.

Qualifications: Bachelor's Degree in Accounting and 4 or more years of experience in public financial management preferred.

Send resume and application to Greg Bollaro, Director of Personnel: 10 Main Street, New Milford, CT 06776. **No fax responses.** EEO. See full job description below.
Closing date for applications: December 22, 2017.

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Finance Department
Job Title: **Comptroller**
Appointed - Exempt
Non-Union/Exempt – 40 hrs/wk

General Statement of Duties:

Senior level financial management responsibility work involving the accounting and financial control functions of the Town of New Milford.

Supervision Received:

Works under the supervision of the Director of Finance and the Mayor. Appointed by the Director of Finance with the approval of the Mayor and Town Council.

Supervision Exercised:

Supervises the staff of the Finance Department as delegated by the Director of Finance.

General Duties for the Finance Department:

Performs monthly reconciliation of bank and cash balances of all funds; Prepares quarterly, annual and other financial reports as required by State and Federal statutes; Assists and oversees the compilation of the annual Town budget and audit; Carries out internal audit program; Oversees preparation of Town payroll; Oversees Accounts

Payable and Accounts Receivable; Provides and schedules training of staff; Provides information and data to Department Heads and other Town agencies as required; Maintains and administers financial computer operations; Functions as security officer for computer system; Maintains Books and Records of Special Revenue Funds, Capital Projects Funds, Fiduciary Funds and other miscellaneous funds; Prepares Five Year Capital Plan; Attends meetings, **including nights**, as required; Performs other related duties as assigned.

Knowledge, Skills and Abilities:

Extensive knowledge of municipal accounting and auditing principles. Ability to deal with members of Town government and citizens in a tactful, effective manner; Excellent oral and written communication skills; Ability to perform research and prepare technical reports and meet deadlines; Ability to make effective public presentations or provide information, resolve problems and make recommendations as needed; Ability to work in an office setting subject to continuous interruptions; Ability to deal with a diversity of people in such a manner as to encourage compliance; Computer literacy with Windows run programs, email, Internet access, database and spreadsheet entry and reports and the ability to learn new programs as needed; Ability to multi-task; Ability to meet deadlines and prioritize work projects.

Education, Training and Experience:

Requires a Bachelor's Degree in Accounting and four or more years of increasingly responsible experience in public financial management, including a minimum of two years of supervisory experience.

Must sign a release giving approval for the New Milford Police Department to conduct a background check through NCIC/Collect System, Danbury Credit Bureau and fingerprinting. Must be bondable. Must have valid driver's license.

(The above description lists only those job duties necessary for salary evaluation and does not include each and every job duty requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council 4/22/02

Updated by Finance Department/Personnel 7/15/04 (New wage & hour laws)

Updated by Finance Department/Personnel 7/15/05

Updated by Personnel 11/15/17

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required. Incumbents in this class are exposed to extremes of weather conditions, to frequent lifting of heavy weights, to highly dangerous road and traffic conditions, including exposure to heights when working on bridges, to poison ivy, insect bites and allergy irritants during summer months, and to loud and potentially dangerous machinery. Incumbents may be required to use protective equipment such as respirators and safety goggles.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X
Standing		X			Color Distinction				X
Walking		X			Peripheral Vision				X
Sitting				X	Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions:				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes	X			
Reaching			X		Wetness	X			
Handling				X	Humidity	X			
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors	X			
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion				X	Exposure to Dampness	X			
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.