



**-Position Posting-**

**Director of Finance**  
**City of Meriden Connecticut**

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**The City of Meriden, Connecticut, population 60,838, is seeking candidates for a Director of Finance.**

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The City of Meriden has an immediate opening for the position of "Director of Finance". This is a senior level leadership position within the City of Meriden reporting to the City Manager.

Salary range: \$125,000 – \$135,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resource Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

**Applications and resumes must be received or post-marked by Friday, October 11, 2019.**

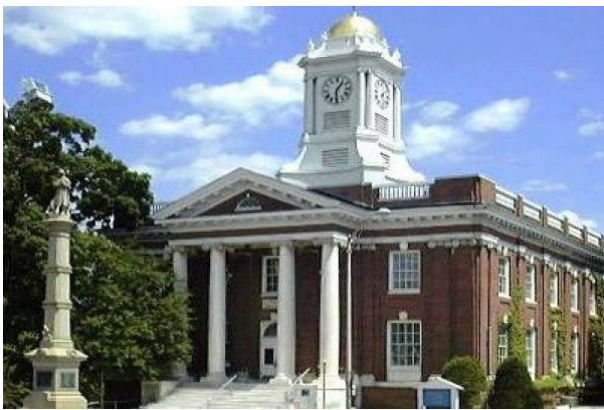
For additional information or if you are interested in learning more about the City of Meriden please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

EEO/M/F/QID

### **-Community Background-**

**The City of Meriden is a thriving, diverse, full service mid-size city located in central Connecticut, within minutes of New Haven and Hartford, the state capital. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups, and activities. Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the "Crossroads of Connecticut" and conveniently located just two hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, a centrally located Public Library, two high schools, Hunter Memorial Golf Club (ranked in the top ten of public golf courses in CT), and a wonderful linear trail system. The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.**



**City Hall, Meriden CT**



**Castle Craig, Meriden CT**



## **Director of Finance**

### **Description of Work:**

Position Definition: Plans, organizes and directs the accounting, cash management and payroll operations of the City; complies with annual operating and capital improvement budget requests. Assists City Manager with departmental budget meetings, recommendations and report preparation. Responsible for the direction, coordination and administration of the entire Finance Division, including Finance Office, Purchasing Department, Department of Assessment and the Tax Collector's Office.

### **Example of Duties:**

Plans work according to fiscal year and five-year financial planning schedules. Establishes priorities in organizing departmental work and through Division Heads, directly supervises the functional areas of accounting, cash management, investment, payroll, property assessment, purchasing and revenue collection.

Coordinates the preparation of and assists the City Manager in the preparation of the annual Operating Budgets, including General Fund and Enterprise Funds (Water, Sewer and Golf Course) and the Capital Improvement Plan, including the long-term debt program. Coordinates revenue and expenditures of all City funds and related cash flows. Coordinates short-term and long-range investment and borrowing strategy. Provides monthly year-end forecast, Internal Service Fund year-end projections and maintains debt service schedules.

Provides cash management for all City funds. Prepares financial information and manages finance team for bond sale and official statement preparation. Confers with financial advisor, bond counsel, banking and investment personnel as necessary. Provides budgetary control information to all departments.

Oversees purchasing function. Assists all department heads in the organization and administration of their unit budgets. Recommends changes in department's procedures to effect improvements in services and to attain operational efficiencies. Prepares statistical and technical information for the annual budget and submits budget compilation to the City Manager. Prepares regular statistical and narrative reports, including financial statements, for the City Manager and the City Council.

Coordinates the annual audit process including assistance to external auditors, including necessary statistical and related program information. Oversees contracted financial services. Administratively reviews and approves requisitions in the purchase order and invoice payment processes. Administers personnel policies and collective bargaining agreement calculations for negotiation purposes.

Provides fiscal consultation to all City departments and City Council. Establishes policy and procedure for all accounting matters. Provides fiscal management of grants. Reports work accomplished to the City Manager. Serves as an ex-officio member of the Pension Board. Performs related work as assigned.

**Required Knowledge, Skills and Abilities:**

Thorough knowledge of financial administration, including accounting, budgeting, purchasing and investing. Ability to prepare financial statements in accordance with generally accepted accounting principles. Ability to recognize internal control weaknesses and weaknesses in City financial systems and to effect improvements for increased efficiency and productivity. Excellent oral and written communication skills. Knowledge of departmental administration procedures, including planning, coordination and program evaluation. Ability to interpret complex financial/statistical data. Ability to manage and supervise. Ability to prepare clear and concise statistical as well as narrative reports for professional and lay persons.

**Minimum Qualifications:**

Bachelor's degree in Accounting, Business Administration, Finance or closely related field. Six years of increasingly responsible experience in financial management; including two years supervising a major unit within a Finance Department. A Master's degree in Business or Public Administration, or some closely related field desirable; or, any equivalent combination of education and training. Certified Public Finance Official (CPFO) or Certified Public Accountant (CPA) preferred.

**Special Licenses/Certifications and/or Supplemental:**

Motor Vehicle License Preferred.