
Town of Wilton
Finance and Human Resources Director
Job Description

Nature of Work:

This is responsible for the administrative, supervisory, and fiscal work in the handling of Town funds.

An employee of this class is responsible for the custody, collection, disbursement, and investment of Town funds. Work involves cash management; supervising the collection of Town funds, maintaining liaison with banks and the general public; disbursing funds to cover expenditures; supervising town office staff; and preparing and administering department budgets. Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

Essential Duties and Responsibilities (Examples of Work [Illustrative Only]):

Supervises and is responsible for disbursement of all monies; maintains fiscal control over all expenditures to ensure budget appropriations are not needed; keeps all municipal accounts up-to-date and in balance.

Assists Town Manager with preparation of annual budget.

Forecasts Town revenues to assist Town Manager in monitoring and developing Town budget.

Assists Town Manager with monitoring expenditures and control of purchase order requests.

Supervises the collection of all property and excise tax monies and interest.

Oversees and administers tax lien process; processes and records all lien payments; issues tax lien notices, discharges, and foreclosures; maintains list of liens, delinquent taxpayers, and tax-acquired properties; records and administers all tax abatements and supplements.

Manages cash investments of Town funds; prepares, manages cash flow analysis.

Monitors Town funds; contacts local banks for interest rates or bids; determines amount to be invested in certificate of deposit, repurchase agreements, and tracks interest earned; assists Town Manager with the issuance of bonds, and bond and tax anticipation notes.

Prepares monthly and annual financial reports and additional information regarding the financial status of the Town as may be requested by the Town Manager, Select Board, or auditors.

Prepares and administers department budget.

Supervises and is responsible for the preparation of weekly payroll and vendor warrants and issuance of checks.

Responsible for Medicare, FICA, Federal and State withholding and accompanying deposits and reports; prepares and submits W-2's, 1099's, and transmittal forms for federal and State agencies; prepares and submits unemployment compensation reports; monthly retirement deposits and reports.

Oversees maintenance of bank statements for payroll and municipal funds; coordinates the preparation of daily bank deposits and bank reconciliation.

Supervises preparation of daily cash reports for funds collected.

Performs related work as required.

Requirements of Work:

Thorough knowledge of the principles and practices of municipal accounting.

Thorough knowledge of tax laws and the lien process.

Thorough knowledge of automobile and recreational vehicle excise tax and registration laws.

Thorough knowledge of principles and practices of municipal cash management.

Considerable knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.

Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.

Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.

Ability to exercise judgment and initiative in analyzing and evaluating the state of Town funds and making appropriate investments.

Ability to prepare regular reports on tax collections.

Ability to plan, organize, supervise and review the work of subordinates.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Training and Experience Required:

Considerable experience including administrative responsibility in work involving the receipt, deposit, and disbursement of large amounts of money and numerous accounts;

Graduation from a college or university with a four-year degree in public administration, business administration or financial management; or any equivalent combination of experience and training.

Experience working with TRIO SQL and/or TRIO Web.