



Town Controller

The Town of Stratford is accepting applications to fill the position of
Town Controller.

General Description:

The Town Controller is a highly technical and administrative position involving responsibility for a broad range of municipal finance functions. Under the general supervision of the Finance Director, the Town Controller ensures the effective and efficient management of the Town's financial operations; compliance with all relevant laws and regulations including responsibility for transparent financial practices. The position performs professional and administrative tasks, plans, organizes, supervises and directs the accounting, payroll and accounts payable personnel in the finance department. The Town Controller assists and provides information and analysis for the annual budgets with projections of expenditures and revenues. Other duties include interaction with the Town's appointed auditor, financial advisor, bond counsel and banking representatives.

Supervision Received:

Works under the direction of the Finance Director or designee, within applicable laws, regulations and ordinances.

Examples of Duties:

Plans, organizes and coordinates work implementing the accounting systems, procedures and controls.

Supervises, verifies and performs work in the area of accounting, payables, receivables, purchasing and payroll within the Finance department.

Exercises control over procurement orders, contracts and encumbrances as required and assuring availability of funds for payment against appropriate budgetary accounts.

Prepares financial statements and reports for the Town in accordance with generally accepted accounting principles.

Participates in the preparation of monthly reporting, the Comprehensive Annual Financial Report (CAFR), Official Statements for bond issuances, departmental reports and documents plus periodic governmental reporting requirements.

Assists in the preparation of the Town's annual departmental and capital budgets.

Establishes and maintains accounting records for special projects, grants and related fiscal matters.



Acts as back up to the Town Treasurer.

Maintains the continuity of a qualified and motivated staff by training, assigning and reviewing the work performance of the accounting and clerical personnel.

Reviews all Town-wide departmental financial and accounting systems to assure compliance with the Town's established accounting policy and procedures including conformance to pertinent governing laws.

Complies with all federal, state and local legal requirements by assuring adherence of the laws, preparation and filing the statistical and narrative reports for the governmental agencies and advising management on compliance issues.

Attends various meetings as required such as Town Council meetings as required.

Performs additional related work as may be assigned or required by the Finance Director.

Knowledge, skills and abilities:

Possess a thorough knowledge of accounting and GASB financial reporting with special emphasis on governmental finance and accounting as applied to municipal government. Strong supervisory and management skills, organizational and analytical competence, written and oral expression abilities. Considerable knowledge of MUNIS software or other computerized accounting software including Microsoft applications. Knowledge, comprehension and compliance with Federal, State and Municipal laws and regulations. Capacity to establish and maintain effective working relationship with associates and the public. Ability to exercise sound judgment and focus on detail as required by the position.

Qualifications:

A minimum of a Bachelor's degree in Accounting, Finance, Business or Public Administration or a closely related field with a designation of CPA preferred. At least five (5) years of full time professional experience in governmental financial management and accounting administration.

Special Requirements:

May be required to travel short distances on business.

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