

The Town of New Milford is currently recruiting an experienced individual for this critical position. Responsibilities include the accounting and financial control functions of the Town. Qualifications: Bachelor's Degree in Accounting and 4 or more years of experience in public financial management preferred. Qualified applicants should send a cover letter, resume, completed Town application, with 3 professional reference to: Greg Bollaro, Director of Personnel, 10 Main Street, New Milford, CT 06776. Personnel@newmilford.org

## Town of New Milford

### JOB CLASSIFICATION DESCRIPTION

Finance Department  
Job Title: **Comptroller**  
Non-Union

Appointed – Exempt  
40 hrs/wk

### **General Statement of Duties:**

As Comptroller, manages accounting department to provide accurate information, primarily financial, about all Town activities that will assist the Mayor, Town Council, and Board of Finance in making good economic and operational decisions about the Town and its future. Manages daily accounting operations and staff including payroll, accounts receivable/accounts payable and purchasing. Assists the Director of Finance in developing financial policies, procedures, controls and reporting system. Maintains and ensures compliance with financial policies and procedures. Works with outside auditors to complete annual audits and maintain financial and internal controls compliance. Prepare reports required by law, Town Charter, or regulations.

### **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 up to and including Payroll Clerk, Accounts Payable Clerk, Purchasing Specialist and Staff Accountant.

### **Example of Essential Duties:**

- Performs monthly reconciliation of bank and cash balances of all funds.
- Prepares monthly, annual and other financial reports as required by State and Federal statutes
- Makes deposits and records revenue.
- Oversees reconciliation of bank and cash balances for all funds.
- Responsible for monthly trial balances and cash balances in all funds.

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- 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 and software (including Munis)
- 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 evenings**, as required

### **Knowledge, Skills and Abilities:**

- Demonstrated knowledge of Connecticut State Statutes, municipal accounting and auditing principles, GAAFR, GAAP, GASB and UCOA.
- Demonstrated ability to hire, train, supervise, and retain accounting staff that will include both union and non-union Staff.
- Demonstrated excellence in oral and written communication skills. This includes the ability to perform research, prepare insightful technical reports, create and deliver effective presentations.
- Demonstrated computer proficiency in Microsoft Office programs suite, including but not limited to Munis or other accounting systems, database programs, spreadsheets and PowerPoint. Demonstrated proficiency in email and internet.
- Demonstrated knowledge of developing, implementing, and maintaining strong internal control systems.
- Demonstrated ability to meet deadlines, including problem resolution.
- Demonstrated interpersonal skills including but not limited to ability to deal with members of Town government and citizens in a tactful, effective manner.
- Demonstrated superior oral and written communication skills.
- Demonstrated ability to perform research and prepare technical reports and meet deadlines.
- Demonstrated ability to create and deliver effective public presentations and provide information, resolve problems and make recommendations as needed.
- Demonstrated ability to work in an office setting subject to continuous interruptions.
- Demonstrated ability to deal with a diversity of people in such a manner as to encourage compliance.
- Demonstrated excellence in multi-tasking and prioritizing work projects to meet deadlines.
- Must have valid driver's license.

### **Education, Training and Experience:**

- Bachelor's Degree in Accounting. Master's Degree preferred.

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- 4 or more years of experience in public sector 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.

**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 is 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                |  |  |  |
| <b>Physical Demands:</b>   |                  |   |   |   | Depth Perception                        |   |   |   | X                |  |  |  |
| Standing                   |                  | X |   |   | Color Distinction                       |   |   |   | X                |  |  |  |
| Walking                    |                  | X |   |   | Peripheral Vision                       |   |   |   | X                |  |  |  |
| Sitting                    |                  |   |   | X | Driving                                 |   | X |   |                  |  |  |  |
| Lifting                    |                  | X |   |   | <b>Physical Strength:</b>               |   |   |   |                  |  |  |  |
| 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 |   |   | <b>Environmental Conditions:</b>        |   |   |   |                  |  |  |  |
| 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

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qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

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

Revised by Town Council Job Description Committee 12/28/2017

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