

City of Derby
JOB DESCRIPTION POSTING

Position: Finance Director

Department: Finance Department, direct report to the Mayor

Classification: Non-Union, Exempt, Salaried Position

Full-Time (35 hours/week)

Schedule: M-W 8:30am-5:00 pm, Thursday 8:30 am – 6:00 pm, and Friday 8:30am-12:30 pm

Salary Range: \$95,000 - \$120,000

Benefits: Medical, Dental, Vision, 401(a)

Closing date: Friday March 12, 2021

Description:

The City of Derby, CT is seeking an experienced financial professional to provide overall administration and management of the financial operations of the City. Duties include, but are not limited to: budget preparation, disbursements, General Ledger management, oversight of payroll, accounts payable, account reconciliation, oversight of the Capital Plan, medical self-insurance plan administration, revenue collection, grant writing, capital asset inventory and financial reporting and preparation for and management of the annual audit of the City's financial statements. The Finance Director is also responsible for debt management, pension/401a administration as required and in conjunction with City of Derby Pension Board, insurance, purchasing, cash management, investments, and supervision of personnel.

Please refer to job description below for the complete duties and responsibilities as per the City Charter. Appointment is made by the Mayor with Legislative Board approval. Please note the educational requirements.

At a minimum, the Finance Director shall possess the following qualifications:

(a). A Bachelor of Science degree in the field of business, accounting, finance or such other related field, and either (1) at least seven years' experience in the field of finance

or (2) at least five years' experience as a licensed Certified Public Accountant.

or

(b). A master's degree in business administration or such other related field, and at least five years' experience in the field of finance.

Duties in General

The Finance Director shall be the chief fiscal officer of the City, and the head of the Finance Department. The Finance Director shall keep, in books provided for that purpose, accounts of each of the city departments with such city officers as may be designated by the Mayor, and such other accounts as the ordinances may provide for.

Said Finance Director shall prescribe the form of all accounts and shall keep a separate account of each item of the appropriations and shall require all orders to state specifically against which appropriations the order is drawn. Said Finance Director shall not allow any appropriation to be overdrawn or any appropriations for any other object or purpose to be drawn upon for one object or purpose or by any department other than that for which the appropriation was made. No order shall be issued unless sufficient funds to pay the same shall be in the treasury. If said Finance Director shall draw any order in payment of any bill, contract or claim in excess of the appropriation properly made therefor, the city shall not be liable for such excess but said Finance Director shall be personally liable therefor, and the sureties upon said Finance Director's bond shall be liable therefor to the amount of said Finance Director's bond.

The Finance Director also has responsibility in the Charter to process claims against the City and to make monthly financial reports to the Mayor, Board of Aldermen/Alderwomen, and the Board of Apportionment and Taxation.

An employment application may be obtained by visiting the City of Derby website at <https://www.derbyct.gov/EmploymentOpportunities> or by contacting Pam Gagliardi at pgagliardi@derbyct.gov or at 203-736-1450 ext. 1221.

Please send completed applications to: Pam Gagliardi, Assistant to the Mayor at pgagliardi@derbyct.gov by Friday March 12, 2021.

The City of Derby is an Equal Employment Opportunity (EEO) employer. Discrimination is prohibited against applicants on the basis of age, race, color, religious creed, sex, gender identity or expression, sexual orientation, marital status, national origin, ancestry, genetic information, status as a veteran, present or past history of mental disorder, or intellectual, learning, or physical disability.

Physical requirements:

- Ability to remain in a stationary position, often standing or sitting for prolonged periods
- Ability to bend, reach and perform other necessary movements to place documents in file cabinets
- Ability to work in a setting subject to continuous interruptions and background noises
- Ability to lift up to twenty-five (25) pounds occasionally.

Conditions of Employment:

Must pass drug test and criminal background check.

Date Posted: 2/14/2021