

Director of Finance and Administration Job Description

SALARY RANGE (33,000 - \$42,000) PER YEAR

This position is responsible for a variety of areas, Finance and Administration functions. These include human resources and building relationships with the Town of Bloomfield and other organizations.

Qualifications:

Minimum of BA or related degree

At least seven years overall professional experience in accounting

Six years of broad financial and operations management experience

Experience with quality and content of all financial data, reporting and audit coordination and has oversight of human resources function

Ability to translate financial concepts

Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external customers

Be a part of negotiating team with the collective bargaining agreement

Multitasker with the ability to wear many hats

Must serve with honesty and integrity

Must be dedicated and credible

Required Documents: Cover Letter and Resume

Position:

The Director of Finance and Administration will report to the Board of Fire Commissioners. The Director of Finance and Administration will implement the infrastructure and systems needed to support the strategic objectives. The individual will be responsible for the oversight of administrative and financial systems, including finance, accounting, planning and budgeting and human resources. The Director of Finance and Administration will also be involved in a range of strategic planning and internal initiatives.

The Director of Finance and Administration will be the primary liaison to the Town of Bloomfield, working closely with the Finance Director of the Town of Bloomfield, the Tax Collector's officer, Assessor's office and Human Resource office to gather any and all information that will affect the Blue Hills Fire District and to foster goodwill between the two organizations.

Responsibilities:

- Analyze and present financial reports in an accurate and timely manner
- Clearly communicate monthly and annual financial statements
- Coordinate and lead the annual audit process
- Oversee and lead annual budgeting and planning process in conjunction with the Board of Fire Commissioners and the Chief of the department
- Administer and review all financial plans and budgets (Includes the calculation and the processing of points check for the District Volunteers)
- Monitor progress and changes
- Keep the Board of Fire Commissioners abreast of the District's financial status
- Manage Organizational cash flow and forecasting
- Ensure that collections and payment are done in a timely manner
- Create and implement all necessary business policies and accounting practices
- Create a an accounting department overall policy and procedure manual
- Ensure that all District insurance plans are up-to-date
- Ensure that all workman compensation paperwork are turned in timely and accurately
- Ensure that all personnel files are safe and secured at all times
- Primary liaison to the Town of Bloomfield
- Organize the Board of Fire Commissioner yearly election process
- Supervise the Clerk
- Other duties as required

Personal Characteristics:

Connection with the mission of Blue Hills Fire District

Excellence interpersonal and team skills

Demonstrate resourcefulness and good judgment

Lead by example

Honesty, integrity and credibility beyond reproach

Always looking to apply best practices

Closing date for application is July 28, 2017 at 11:59 PM

Please have your application turned in to Clerk Valda Thompson @ 1021 Blue Hill Avenue, Bloomfield, CT – or email to vthompson@bluehillfire.org – 860-243-8949