



TOWN OF SUFFIELD

Town Hall, 83 Mountain Road, Suffield, Connecticut 06078

Position: Assistant Director of Finance (Part time)

Posted: May 20, 2019

Application period ends: June 14, 2019

General Statement of Duties

The Town of Suffield seeks qualified applicants for the position of Assistant Director of Finance. This is a fifteen (15) hour per week, hourly position which reports to the Director of Finance. The hours of work will be determined by the department director; however, the department is normally located in Town Hall, which has hours of operation, Monday through Thursday, 8am to 4:30pm and 8am to 1pm on Friday. This position is responsible for performing bank and fund reconciliations, preparation of financial and statistical data, recording of transactions, fixed asset management, purchasing functions and other accounting tasks as required.

The successful candidate for the position must: :

- Prepare and review journal entries
- Review and coordinate purchasing functions, Coordinates purchasing activities
- Obtain price quotations and confer with sales representatives and vendors
- Prepare requests for formal bids, Review specifications with submitting department
- Establish standard bid documents, Assists with preparation of required forms, Maintains bid files
- Services Performance Bonds and Certificates of Insurance
- Maintains inventory and management of fixed assets
- Reconciliation of accounts, research, problem solving and resolves all outstanding items
- Budget Forecasting and Analysis
- Special Projects
- Work independently and will receive guidance and general supervision from the Director of Finance

Qualifications:

Bachelor's Degree in Business Administration or related field. Experience or education in purchasing, acquisitions, or materials management plus five (5) years progressively responsible work or the equivalents of education and experience. Must have knowledge of municipal purchasing; knowledge of fixed asset management; ability to do difficult mathematical computations. A thorough knowledge of computers (Microsoft Products) with the ability to perform word processing, creation and use of spreadsheets, e-mail and Munis (preferred) for financial budgeting, payroll and recordkeeping.

Compensation: Salary for 15 hour workweek \$1,080.00 bi-weekly.

Internal applicants are hereby notified that they are not eligible to hold more than one job while employed with the Town of Suffield.

How to apply:

This position is available immediately. If interested and qualified, please submit a completed Application for Employment, cover letter and resume. Application forms are available on the Town of Suffield Human Resources Department web page or; 83 Mountain Road, Suffield, CT 06078.

The Town of Suffield is an Equal Opportunity Employer m/f/d/v

The above posting is intended as a guide and is not a complete description of the position or process