

Job description

The Town of Sterling, Connecticut is accepting applications for a Part-Time Treasurer/Finance Director. It will be based on a candidate's education and experience.

Candidate will work under the general direction of the Board of Selectmen and Board of Finance. They are responsible for the supervision of the Town's financial management activities and for other designated administrative functions.

Minimum Required Qualifications:

Associates' Degree in Accounting or some closely related field with more than 5 years of increasingly responsible work experience preferably in finance experience, municipal experience preferred, or any equivalent combination of education, work experience and training. Bachelor's degree preferred.

Knowledge/Skills/Abilities

- Comprehensive knowledge of governmental accounting;
- Thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance; Tyler Technologies - Parallels - Infinite Visions School ERP PRO
- Knowledge of practices and principles of generally accepted government accounting principles;
- Knowledge of state and federal laws and regulations related to municipal finance operations;
- Knowledge of municipal budget procedures;
- Working knowledge of overall municipal operations, cash management, pensions, payroll, debt management, insurance and health benefits.
- Ability to oversee and maintain detailed and accurate records using data processing; and learn new computer technology;
- Ability to collect, organize, analyze and interpret complex financial data;
- Ability to establish and maintain effective working relationships with town staff and officials;
- Ability to read and understand financial and legislative documents;
- Ability to manage multiple priorities; and to plan and prioritize department operations to meet established statutory deadlines;
- Ability to prepare and administer an operating budget for the department and town.
- Excellent verbal and written communication skills;
- Proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail;
- Strong presentation and influencing skills. Proficient in Microsoft Office.

Job Type: Part-time 27 hours per week

Pay: \$30.00 per hour

Please forward resumes to stetresult@sterlingct.us