

TOWN OF TRUMBULL
ACCOUNTING MANAGER
FINANCE

WG: MATHAS

GENERAL STATEMENT OF DUTIES:

1. Responsible for supervision of and backup for all fiscal and administrative service in the Department of Finance, including total responsibility for payroll, payables, receivables and general ledger.
2. Coordinates complex computer software systems involving payables, receivables, payroll and general ledger with Information Technology Coordinator including creating user-defined custom reports, organizational charts and processes through Munis/Crystal/Visio.
3. Reviews expenditures to assure that they fall within approved budget and is responsible for reconciling budget accounts as needed; for example, First Selectman's budget accounts, Special Agency Fund Accounts and Special Purpose Contra Accounts.
4. Approves check requests prior to payment.
5. Provides and is responsible for all financial services in relation to all Town departments, boards and commission chairmen.
6. Prepare and file monthly, quarterly, and yearly State and Federal Reports, such as Federal and State 941 reports.
7. Provides the Actuary with employee census data needed for the calculation of the town's and police actuarial valuation This valuation is used for budgetary purposes and will provide the financial and actuarial position of the Town of Trumbull Police Benefits Plan and the Retirement Plan of the Town of Trumbull.
8. Handles enrollment and updates for the deferred compensation plans.
9. In the absence of the Assistant Director of Finance acts as backup and assists in creating and using agency funds and special purpose contra funds.
10. Develops and administers accounting policies and procedures.
11. Oversees and supervises the fixed assets process for additions/disposals and annual depreciation.
12. Reviews and approves payroll and accounts payable check registers prior to distribution of checks.
13. Assists in the preparation of the yearly budget including but not limited to salary projections.
14. Assists the Town Treasurer as needed.
15. In the absence of the Purchasing Agent acts as backup and works to implement and maintain a decentralized purchasing/requisition system.
16. Assists with the yearly independent audit.
17. Handles related departmental tasks as needed.

SUPERVISION RECEIVED:

Reports directly to the Assistant Director of Finance.

SUPERVISION EXERCISED

Supervises the Accounts Payable Coordinator, Finance Clerk, Payroll Coordinator, and Revenue Coordinator, and reviews work for accuracy.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of municipal accounting practices and procedures, office practices and management.
2. Ability to prepare and maintain accurate and comprehensive financial records utilizing a computerized accounting system. Knowledge of MUNIS a plus.
3. Must be proficient in Word and Excel, and has ability to learn and utilize all financial software relative to all Finance Department processing.
4. Clear and concise oral and written expression.
5. Ability to follow oral and written instructions.
6. Ability to learn appropriate federal, state and town laws.

EXPERIENCE AND TRAINING:

Bachelor's Degree in accounting and four (4) years of progressively responsible accounting experience, two (2) year of which has been in a supervisory capacity.