

TOWN OF TRUMBULL
FINANCIAL/ACCOUNTING CONTROLS ANALYST
BOARD OF FINANCE

GENERAL STATEMENT OF DUTIES:

1. In conjunction with the Board, sets an annual financial review plan to determine the accuracy of financial records and effectiveness of internal accounting controls used to facilitate the safe guarding of Town assets.
2. Prepares review programs that include the objective and procedures of the examination. Monitors and ensures compliance to prescribed procedures, laws and government regulations.
3. Reviews accounting procedures and determines compliance therewith.
4. Assists Board in budget process, analyzing expenses, as well as, analyzing income in the setting of the mill rate.
5. Monitors and reports regarding budget compliance, and budget variances to Director, Board of Finance and applicable Boards and Commissions
6. Assists in the development and implementation of any new financial procedures and policies as recommended by the Director of Finance.
7. Prepares periodic reports of findings and recommendations to the Board of Finance.
8. Assists the Finance Director in the external audit functions.
9. Performs other special projects as may be requested by the Director of Finance through the chairman, with notification to board members.
10. Attends all monthly Board of Finance meetings and other Board of Finance meetings, as required by the Board.

SUPERVISION RECEIVED:

Reports directly to the Board of Finance (chairman) and administratively to the Director of Finance.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Working knowledge of Microsoft Word, Excel and Powerpoint needed.
2. A strong working knowledge of municipal financial operations, budgeting principles, and procedures and reporting requirements.
3. Ability to deal with representatives of government agencies, staff members, and the public in a positive manner.

EXPERIENCE AND TRAINING:

1. Bachelor's degree from an accredited college or university in Accounting, Finance or Economics.
2. Master degree or CPA distinction preferred.
3. Four (4) years of accounting or auditing experience, preferably municipal accounting.
4. Munis or other municipal accounting system experience preferred.