

Date: April 15, 2025

To: Derby Board of Alders Sub-Committee

Re: Finance Department Position

From: Katherine Christopher, Human Resources Director
Brian Hall, Finance Director

1. Request permission to ~~forgo hiring for the position~~ ^{eliminate} of Deputy Finance Director. The City has recruited for the Deputy Finance Director F/T position utilizing several avenues including Connecticut Conference of Municipalities, GFOA (Government Finance Officers Association) Indeed and on the City's webpage. The overall response has been underwhelming with unqualified applicants or applicants seeking wages beyond the budget. The rate for this position was \$81,150.
2. Request approval from Board for new Finance Position of Accounting Coordinator. Requesting approval for the position of the Finance Department as Accounting Coordinator F/T. This position would be responsible for general ledger, bank statement reconciliations, financial reports, preparation of financial reports, journal entry, check entry, cash balances and reconciliations. Assists the Director with budget development and reconciliation. The proposed rate for this position is \$63,718.

Potential savings of \$17,432 annually.

**CITY OF DERBY
FINANCE DEPARTMENT
ACCOUNTING COORDINATOR
JOB DESCRIPTION**

GENERAL DESCRIPTION:

This is a responsible accounting position involving duties designed to maintain the general accounting system to support the Finance department in the City of Derby. Work involves set-up and maintenance of accounting records, preparation of financial and statistical reports, applying the principles of accounting and statistical analysis. Duties require continuous judgment in development of and carrying out procedures for recording and monitoring financial and statistical information and financial records.

SUPERVISION RECEIVED:

Works under the general supervision of the Finance Director.

EXAMPLES OF DUTIES:

Performs a variety of professional duties which may include:

- Preparation and creation of monthly, quarterly and annual financial reports including bank reconciliations.
- Direct the posting of entries to accounts payable and other ledgers.
- Examine entries for accuracy and compliance as related to standard procedures.
- Review of statements and reports providing reconciliation of accounts on an ongoing basis.
- Oversight of department budgets for ongoing balance and reporting purposes.
- Assists with the planning, organizing, and evaluating the Town's liability insurance, health insurance, personnel, cash management and accounting functions.
- Prepares financial reports for use for debt bonding, auditing, survey and internal financial purposes of the City.
- Records fund receipts and deposits.
- Maintains income receipts for a number of general and special fund accounts.
- Performs a variety of accounting functions including set up of journal and ledger sheets, check entry, posting in appropriate ledgers and computing cash balances and cash reconciliations.
- Assists the Finance Director with the design, schedules and preparation of the annual budget.
- Controls and monitors departmental expenditures according to budgetary constraints.
- Performs a variety of administrative tasks, departmental coordination, decision implementation and intergovernmental coordination.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have the following:

- Must have the ability to make accurate mathematical computations.
- Considerable knowledge of accounting principles and practices.
- General knowledge of governmental accounting forms, methods and procedures.
- Thorough knowledge of accounting and governmental accounting preferred.

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- 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.
- Strong knowledge of appropriate computer systems and financial systems related to department functions.
- Strong knowledge of the use of office automation applications and equipment, business arithmetic, American business English and spelling.
- Working knowledge of database management systems for data entry procedures.
- Ability to oversee and maintain detailed and accurate records using data processing.
- Ability to read and understand financial and budget documents.
- Ability to deal effectively with the departments, vendors, contractors, people needing assistance and staff in a friendly and professional manner.
- Ability to express oneself clearly and precisely.
- Ability to follow written and oral instruction and complete projects with minimum supervision.
- Ability to recognize, analyze, research and resolve problems.

QUALIFICATIONS:

Must have graduated from a recognized college or university with major concentration in accounting or business administration or equivalent, with one year of full time or part time accounting experience in municipal, corporate or public accounting.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Derby is an equal opportunity employer. EOE/MF