

Town of Brooklyn and Brooklyn Board of Education  
Brooklyn, CT

POSITION: Town Director of Finance (60%) and School Business Administrator (40%). This position is not a consolidation of school and municipal financial offices, but rather a plan to provide financial services and supervisor as needed for both the town and the school. Salary amount \$90,000.00

QUALIFICATIONS:

1. Bachelor's Degree in accounting, finance, business or public administration; Master's Degree in one of these fields is desirable.
2. Minimum of five years of progressively responsible financial, town, school and/or business management experience.
3. CT Certification as a Business Manager (085) or ability to obtain within 2 years.
4. Experience in grant writing.
5. Qualify for a performance bond.
6. Ability to effectively analyze municipal and school financial operations.
7. Considerable knowledge of the computer system and financial applications.
8. Knowledge of G.A.S.B. principles, knowledge of state statutes and ordinances concerning workers compensation, unemployment compensation laws, municipal and school administration.
9. Work effectively with present staff, providing supervision and mentoring when appropriate.
10. Alterations to the above qualifications as the Board of Selectman and Board of Education find appropriate and acceptable.

### SCOPE OF POSITION:

The positions of town Director of Finance and School Finance Administrator address two related but separate positions. We expect each assignment will be approximately half of a 40 hour work week and have estimated a 60%/40% commitment. Thus the posted position includes 16 hours per week at the school and 24 hours a week at the town office.

The position of town Director of Finance will include: financial planning; accounting; and reporting; financial analysis; budgeting; capital planning; debt management; internal audit; cash management; risk management and insurance issues. The town Director of Finance will report to the First Selectman.

The position of School Business Administrator will include: accounting and reporting; operation and maintenance; purchasing; auditing of funds; data processing; food services operation; allocation of funds for programs; auditing accounts; and maintenance of a plan for managing fiscal affairs. The school Finance Administrator will report to the Superintendent of School.

Applicants must submit resume to Richard Ives, First Selectman, PO Box 356, Brooklyn, CT 06234, no later than Thursday, August 17, 2017.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER