



FINANCE OFFICER

POSITION SUMMARY AND ESSENTIAL FUNCTIONS

The Northwest Hills Council of Governments (NHCOCG) is the coordinating body for Chief Elected Officials of twenty-one (21) municipalities in the northwest corner of Connecticut. NHCOCG provides advisory services and assistance in regional, land use and transportation planning, environmental management, emergency preparedness, economic development, rural health resources and associated social service programs and municipal shared services to the region.

The Finance Officer exercises considerable initiative and independent judgement leading, managing, and implementing the agency's overall financial policy, budgeting, accounting, auditing, accounts payable/receivable, payroll management, risk management and personnel administration areas of responsibility. Performs related work as assigned or required to meet the needs of the agency.

SUPERVISION RECEIVED

Works under the general direction of the Executive Director.

SUPERVISION EXERCISED

In the areas of responsibility, the Finance Officer will direct professional, contractual, and administrative staff as necessary to obtain compliance with all financial and administrative requirements.

EXAMPLES OF DUTIES

- Monitors and oversees agency cash flow, spending and account balances to ensure the agency budget is being adhered to, including development of financial procedures and reports to verify compliance.
- Assists with the development of the annual agency budget based on funding and forecasting.
- Prepares Monthly Financial Reports, review of budget line items and recommend cost saving measures when identified, and oversight of cash flow and General Fund balances.
- Establishes and manages internal financial controls, coordination of internal and external audit procedures and training of staff on processes and standards to ensure compliance.
- Maintains retirement plans and other human resource/benefit programs.
- Manages the fiscal controls and financial record keeping; monitors and prepares financial statements and requisitions for various contracts; reviews document mentation of procurement purchases, purchasing and contract management procedures.
- Manages grant and contract fiscal and program compliance.
- Prepares, reviews, and approves requisitions and associated procurement documents as required.

- Reconciles daily, monthly, yearly transactions, and review invoices, statements, and other charges including completing year-end closing requirements.
- Manages the acquisition of capital assets and ensures that assets are properly recorded, amortized, insured, and disposed of as appropriate.
- Responds to audit findings; corrects any outstanding audit findings and implements auditor's recommendations for improvement.
- Implements policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality service.
- Pursues required training, licensure and/or certification and participates in the agency hiring process when necessary and ensures all staff are current with required work-place training requirements.

KNOWLEDGE, SKILLS, AND ABILITY

- Principles and practices of public sector finance, accrual accounting, budgeting, and reporting.
- Principle and practices of internal controls, auditing, cash management, payroll, and personnel management.
- Financial systems, financial analysis methods and techniques.
- Non-profit grant management and financial reporting.
- Respond to and carry out audit findings and recommendations.
- Analyze, interpret, and explain complex financial reports and projections to board members, staff, and others.
- Knowledge of human resources principles and requirements for staff compliance.
- Development of short and long-term strategic planning to meet the agency's financial objectives.
- Ability to work under pressure, solve problems and manage multiple priorities simultaneously and within deadlines.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively orally and in writing.
- Establish and maintain highly effective working relationships with staff, elected and appointed officials, and others encountered in the course of work.
- Possession of a high level of accuracy, attention to detail and organizational skills with minimal amount of supervision and direction.

MINIMUM QUALIFICATIONS, EXPERIENCE AND TRAINING

BS Degree in finance, accounting or a closely related field and at least three (3) years of relevant experience in public, government, or non-profit organizations.

MS Degree from an accredited college in finance, accounting or a closely related field is preferred.

Must be able to show demonstrated experience in grants management, non-profit financial management or equivalent grants/financial management in a public sector or governmental role.

Certified Public Accountant (CPA) preferred.

CERTIFICATES AND LICENSES

- Current valid Driver's License.
- Membership in professional organizations preferred.

WORK ENVIRONMENT

Collaborative small office environment located in Litchfield, CT. This is a full-time position with a thirty-five (35) hour standard workweek. Flexible Hours. Remote Work Policy.

SALARY AND FRINGE

Market competitive and commensurate with experience. Applicant may submit Salary Requirements for consideration.

NHCOG offers an excellent fringe benefit package, including medical, vision and dental, 401a, 457, group term life insurance, short-term disability and generous vacation, holiday, personal and sick time policies.

The Northwest Hills Council of Governments (NHCOG) provides equal employment opportunities (EEO) and prohibits unlawful discrimination and harassment, with respect to all employees and applicants for employment, including but not limited to, age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.