

HUMAN RESOURCES, LABOR
RELATIONS, AND ADMINISTRATIVE
SERVICES DEPARTMENT
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TOWN HALL
238 Danbury Road
Wilton, Connecticut 06897

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POSITION POSTING

Finance Department

Position: Manager of Financial Systems and Payroll

The Town of Wilton seeks applicants for the position of Manager of Financial Systems and Payroll in the Finance Department. The successful candidate will be responsible for performing a variety of duties as assigned by the Chief Financial Officer (CFO), including:

ESSENTIAL FUNCTIONS:

- Works with the CFO and Controller to ensure proper municipal financial management and adequate internal controls are in place;
- Works closely with the CFO to document comprehensive accounting procedures in the Finance Department;
- Provides support and back-up for preparation and analysis of management, operational, and financial data and reports;
- Participates and provides support in the preparation of documents required by the Audit;
- Create opportunities within the Finance Department to streamline processes by coordinating with Town Administrator and department heads to identify and implement efficiencies;
- Oversees and manages the payroll function for the Town;
- Supervises and evaluates the Finance Department payroll staff, including ensuring proper training;
- Performs annual updates to reflect changes in provisions of union contracts, tax tables, and employee benefits, etc.;
- Handles processing of required governmental reporting such as issuance of ACA-required documentation and W-2's and unemployment records to the state;
- Serves as the New World and Munis financial and payroll representative for purposes of communicating and coordinating with the Information Systems Department on system technology, upgrades, issues, etc.;
- Participates in the budgeting of wage- and payroll-related costs;
- Maintains and ensures the accuracy of Town compensated absences recordkeeping;
- Prepares payroll cost analysis scenarios;
- Supports Finance Departments operations in the absence of Finance Department personnel;
- Works collaboratively with the Human Resources and Labor Relations Department; and
- Performs related work as assigned.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Strong accounting knowledge and skills;
- Knowledge of municipal finance including principles, methods, and procedures used in accounting;
- Knowledge of procedures and controls necessary to the prudent operation of municipal finance systems;
- Knowledge of payroll and time and attendance policies and highly proficient in technical applications and requirements related to electronic payroll and timekeeping systems;
- Knowledge of personal computers and software applications for use in fiscal analysis, including electronic spreadsheet, database, and word processing programs;
- Ability to lead, train, supervise, and evaluate the work of others;
- Ability to successfully manage multiple simultaneous projects of varying complexity, to keep projects on schedule, and to complete assignments in timely manner;
- Ability to develop and maintain effective and cooperative work relationships with Town officials, management, Town employees, and vendors;
- Ability to maintain a high level of ethical behavior and confidentiality regarding information about employees;
- Ability to demonstrate flexibility and ability to respond to changing priorities;
- Ability to work independently with minimal supervision;
- Ability to clearly and concisely communicate, both orally and in writing, at all levels of government, and to express highly technical matters in non-technical terms; and
- Working knowledge of New World and Munis preferred but not required.

MINIMUM REQUIREMENTS:

- Bachelor's degree or greater from an accredited college or university with a major in Accounting, Finance, Business Administration, or a closely related field;
- CPA or equivalent preferred but not required;
- At least five (5) years of progressively responsible experience in finance, preferably in a municipal environment; and
- Knowledge of time and attendance, payroll, and human resources systems is required.

COMPENSATION: \$90,000 -- \$115,000 salary range, depending on qualifications. Comprehensive benefits.

Application and job description are available at www.wiltonct.org, or you may call the Human Resources, Labor Relations, and Administrative Services Department at 203/563-0118. Completed applications should be submitted to sarah.taffel@wiltonct.org or mailed, faxed, or delivered to the address above. EOE.

The position will remain open until filled.

9/15/2023:slt