

**CITY OF NEW HAVEN, CONNECTICUT
IS SEEKING CANDIDATES FOR
CONTROLLER—CFO/FINANCE OPERATIONS
REPORTING TO MAYOR**



Community Highlights about the City of New Haven

New Haven is the economic center of southern Connecticut, and the hub of innovation driving southern New England's economic resurgence. The City is home to Yale University, a global academic powerhouse, and to Yale-New Haven Health, a leader in patient health care. These centers of excellence are the economic base for mature companies and innovative startups in technology, precision medicine, bioscience, food, and advanced manufacturing across the region. Centrally located between New York and Boston, New Haven offers high-quality transit connections to major markets with far lower costs of living and doing business.

Along with the panache of a big city, New Haven features a dense and compact urban form and high-quality offerings in arts, culture, and tourism. New Haven is known for its food scene, recreational opportunities including beach, parks, hiking and bike trails. These assets are coupled with the passion of residents and the value of place that people who live and work both Downtown and in the many neighborhoods feel about the City. The City's diversity, various types of neighborhoods, culture, arts, lower housing cost for Connecticut and engaging citizenry makes it the place for everyone.

In 2020, the City's population was 134,023, a change of 3.3% since 2010, representing the highest population in New Haven since the mid-1970s. New Haven continues to be home to a diverse and inclusive population. The 2020 count indicates a population that is 32.6% Black or African American, 31.2% Hispanic or Latino, 29.5% White and 5% Asia. There are approximately 59,000 housing units in New Haven and, with a population density of approximately 7,000 per square mile, New Haven supports a multi-modal transportation system.

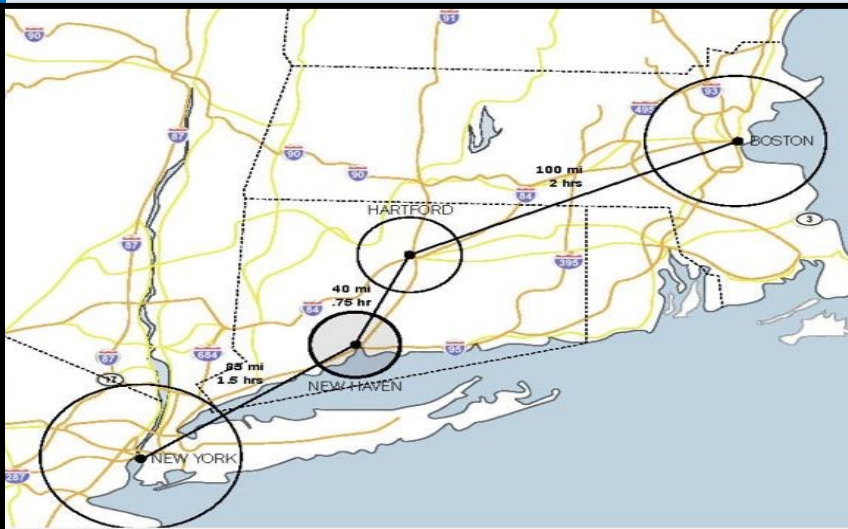
Indicators of population change citywide relate in part to a strong market for new residential developments and a high quality of life in the Downtown and throughout the neighborhoods. In the past three years (2018-2020) New Haven has granted 1,405 housing permits. In the seven years prior to 2018 (2011-2018) New Haven granted 1,290 permits. Three of the top five years for housing permit activity since 1990 have occurred in the past three years. In addition, Yale University constructed two new residential colleges, with enrollment increasing approximately 12% over the course of the decade (prior to the pandemic) and furthering academic and economic impact in New Haven.



WHY NEW HAVEN

New Haven is both steeped in history and booming with creativity and innovation. These centers of excellence are the economic base for mature companies and innovative startups in technology, precision medicine, bioscience, food, and advanced manufacturing across the region. New Haven increasingly functions as one large business incubator and accelerator for dozens of biotech, pharmaceutical and medical device companies. Centrally located between New York and Boston. New Haven offers high-quality transit connections to major markets with far lower cost of living and doing business. The City's diversity various types of neighborhoods, culture, arts, lower housing cost for Connecticut and engaging citizenry makes it the place for everyone

Even with strong growth trajectory, the City's property tax base is over 50% exempt. Approximately 27% of the City's residents live below the poverty line. The racial wealth gap and other pervasive inequities are barriers to opportunity. It is important for the selected candidate to understand these issues and have a passion for change through social equity and inclusion.



Sample Historic & Cultural Attractions

- Albertus Magnus College
- Amistad Memorial
- Amistad Schooner—Long Wharf Pier
- Artspace
- Ethnic Heritage Center at Southern Connecticut State University
- College Street Music Hall
- Gateway Community College
- Long Wharf Theatre
- Lighthouse Point Park & Carousel
- Judge's Cave-West Rock State Park
- NXTHVN
- Peabody Museum of Natural History
- Site of Roger Sherman's house
- Shubert Theater
- Soldier & Sailors Monument at East Rock Park
- Westville Music Bowl
- William Lanson Memorial
- Wooster Square and Wooster Street
- Yale University
- Yale Center for British Art

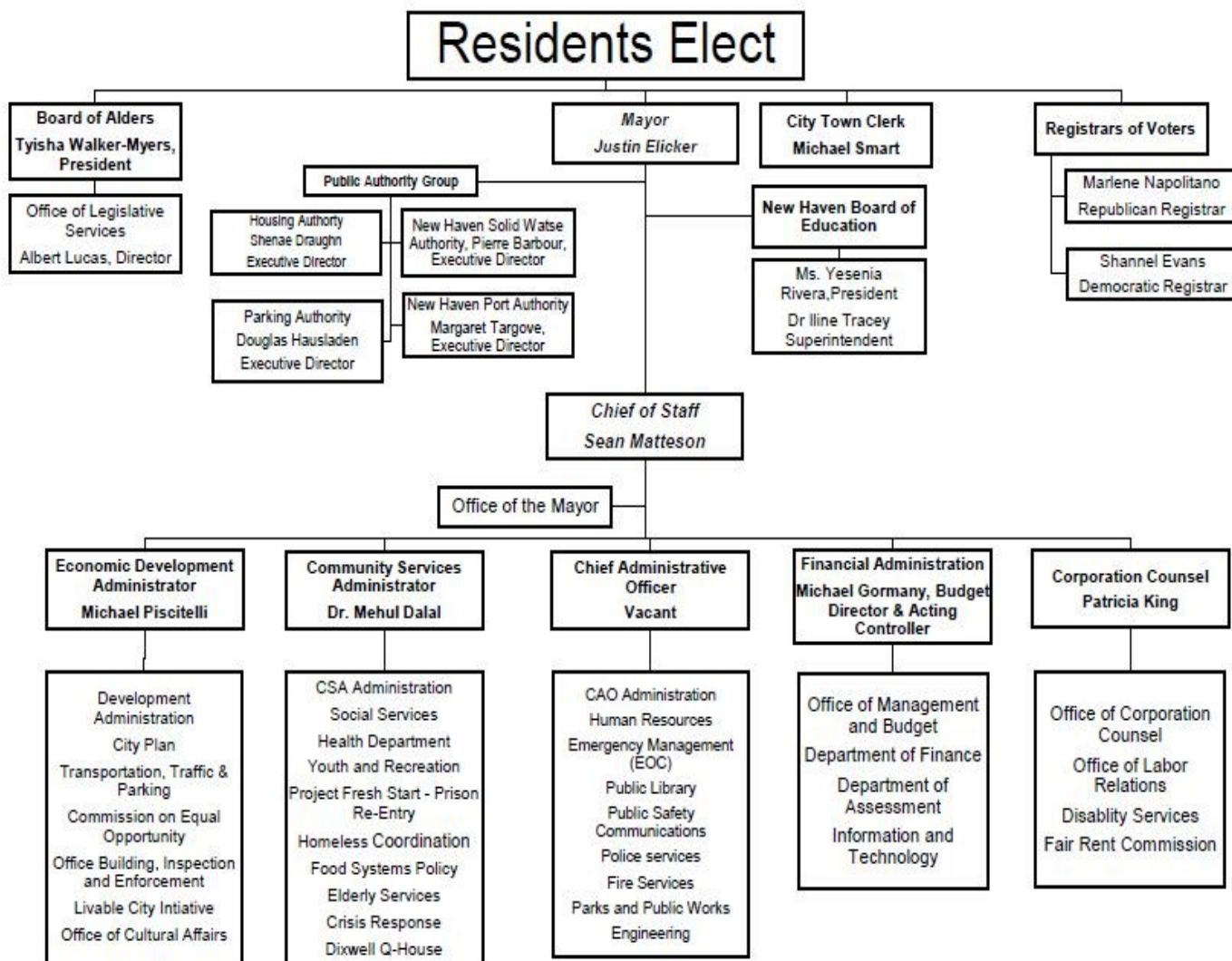
Form of Government

In the City of New Haven, the Mayor is the chief executive, elected every two years. The legislative body is called the Board of Alders. There are 30 Alders representing 30 individual wards and are also elected every two years on the same cycle. The Board of Alders approves the City budget presented by the Mayor's office. It is a major piece of legislation that creates a plan of services in the community. The Board of Alders also approves major contracts, agreements and projects through its review of the capital budget and grant applications. The Mayor administers all the City services through six coordinators listed below that supervise the various departments listed. Both the Controller and Budget Director report to the Mayor

Sample of Key Efforts & Governing Values of the City of New Haven

Social justice & racial equity	Work to create a more efficient & sustainable government	Affordable housing through public/private partnerships
Move forward with resiliency for all residents	Prepare a highly productive workforce	Continue to promote bioscience and tech careers
Promote the City's global marketplace	Grow neighborhood business & entrepreneurs	Advance manufacturing & facilitate Innovation
Improve City Infrastructure with such projects as safe routes, smart streets, Downtown Crossing Project, Union Station Transit Oriented Development, renovations to Tweed Airport, etc.		

City of New Haven Organizational Structure



FUNCTIONS OF CONTROLLERS OFFICE

Accounting The Accounting division is responsible for the oversight of the financial integrity of the City's finances through the general ledger transactions which includes journal entries, accounting entries and reconciliation of all bank accounts, records grant funds, which also include some aspects of the Board of Education. This division is also responsible for the City Audit. There is a Chief Accountant that manages this division with about 9 staff including various Accountants, Audit Coordinator, CDBG analyst, account clerk, etc.

Accounts Payable Accounts Payable division is responsible for processing all invoices submitted by City departments including the Board of Education. The departments enter the invoices into the City Financial system and Accounts Payable will audit the invoices for accuracy and correctness including but not limited to charging the correct City account, agreement or contract pricing, vendor information, etc. Accounts Payable also processes the checks and/or EFT payments for the Accounting and Treasury division. This division has a Operations Supervisor who manages 3 full time employees and 2 part-time employees

Accounts Receivable & Collections Accounts receivable staff collect funds for residential parking permits, pre-paid parking vouchers, parking violation tickets, extra duty billing for Police & Fire and other items billed by Finance Department. There is about 2.5 FTE staff members

Payroll & Pension The Payroll Supervisor and Pension Administrator work with 5 staff people to insure that all City employees are paid properly and all legal deductions are made in accordance with State & Federal laws; and make sure all employees are enrolled in either the City Pension or Public Safety Pension Plan or are part of the executive 401A retirement plan. Customer service is vital for both divisions

Internal Audit The Chief Auditor manage this division which conducts operational efficiency reviews when needed but mostly assists with investigating an discrepancies of finance operation in any department and ensures funds are allocated correctly. The Internal Audit division also assist the Controller with administrative and clerical functions for the Controller's Office. In addition, Internal Audit assist the Accounts Payable department in auditing of expenditures. This division has about 2.5 FTE staff

Treasurer's Office The Treasurer's office manages all cash management and deposits coming from any department and the Board of Education (they use an armored car service for deposits). They manage all the City bank accounts and determine when funds need to be moved from investments to cash accounts. The Treasurer's Office assist with Debt management of the City which includes but not limited to preparation and the issuance of bonds and refunding, debt payments, Official Statement preparation along with the Office of Management and Budget. They follow all regulations related to investments of city cash. The Controller oversees this function with about 2 investment/management analysts.

Procurement/Purchasing The Purchasing Agent manages this division by ensuring the proper procedures are followed through RFP's and Bids for office supplies, equipment and contracted services. Part of their process includes promoting the use of small, woman owned and minority owned businesses have an opportunity to do business with the City. Contracts for services are prepared and monitored for compliance. The Purchasing Agent supervises about 2 staff members.

Contract Compliance Contract Compliance is part of the Controller's administration division is primarily responsible for monitoring, calculating, issuing invoices for Payment in Lieu of Taxes (PILOT) agreements, as well as maintaining their files. Contract Compliance also works with the Board of Alders on the tax abatement and tax deferral agreements. In conjunction with the Office of Management and Budget. Contract Compliance maintains files for Voluntary Payment Agreements, such as Yale and Yale New Haven Hospital and review submitted RFA(s) related to grants for compliance with ordinance, charter, grant guidelines, regulations and state statutes.

Risk Management & Workers Compensation The Workers Compensation and Risk Management Coordinator reports to the Controller and manages the City's Self Insurance Workers Compensation Program through a third-party administrator. They will also work with Controller on other insurances programs for general liability, property, etc. plus provide safety programs to prevent accidents.

Tax Collectors' Office The Tax Collector is responsible for the collection of Real Estate, Personal Property, Motor Vehicle and special service district taxes. The Tax Collector reports to the Controller but also follow all state regulations related to tax collection. The Tax Collector supervises about 7 staff members.

Assessor's Office The Assessor supervises about 10 staff members and is in charge of assessment of Real Estate, Personal Property and Motor vehicle assessment which is the basis for all municipal taxes.

Information Technology The Information & Technical Director supervises about 15 staff members and currently reports to the Controller but works with all Department Heads. The division provides customer-driven services citywide in areas utilizing networks, desktops, application development, communication platforms, public safety technology, and project management. They assist with networks, personal computers, software, security and specifically for the Finance Department manage the MUNIS financial system.

Central Services/Utilities Central Services is managed by the Purchasing Agent to purchase general office supplies, equipment, and copiers for every City department. The Utility bills for such services as gas, electric, water, internet, oil, etc. is monitored by accounting and applied to each facility for the City such as City Hall, Police Headquarters, Library, Fire Houses, etc.



Summary of Job Description

The position of City Controller is established by the City Charter and is appointed by the Mayor for a 4 year term. Work involves the management and administration of the City's Department of Finance Operations including overseeing the Tax Collection Office, Tax Assessment Office, Purchasing Office, Treasury and Debt Management, Accounting, Payroll, Internal Audit, Risk Management and Workers Compensation claims. The Controller needs to ensure that the City Budget is expended in accordance with the adopted budget developed by the Mayor and Budget Director and approved by the Board of Alders. The Finance Department in conjunction with the Office of Management and Budget must maintain the general fund, special funds and the capital funds and make presentation on the City financial picture to the Mayor and Board of Alders.

Examples of Work:

- Through the City's Civil Service process appoint and supervise all Finance departmental staff. The only position which is not through civil services is the City Assessor which is appointed by the Mayor but is overseen by the Controller.
- Inspects and supervises all accounts and produces financial reports as required and requested in accordance with City Charter, Ordinances, State Laws and GASB regulations.
- Ensures financial system software is operating smoothly and up-to-date (current system is MUNIS).
- Presents City Finance picture to Bond Market and maintain debt management.
- Responsible for City Audit by outside auditor.
- Responsible for cash management and monitoring pension funds.
- Works closely with Schools since many financial transactions are processed by the Finance Department.
- Represents the City on the two Pension Boards (Public Safety & Municipal) & Water Pollution Control Authority – WPCA
- Participate in collective bargaining sessions to provide financial information for payroll, pension and benefits costs.

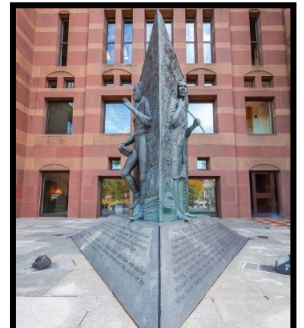


Serves as collaborating partner with the Budget Director

Budget Director is responsible for developing the budget and also monitors it to ensure changes are made as appropriate. The Budget Director produces financial reports especially related to budget decisions and setting the tax rate. The Office of Management and Budget under the Budget Director also manage the budgeting of various grants especially the finance reporting of all grants written by and administered by each department. The Budget Director is very involved with the CAFR report while the Controller manages the audit, The Controller is responsible for the maintenance of the financial software and internal controls to ensure that all city funds are properly accounted in each fund. Together the Controller and Budget Director report to the Mayor, Board of Alders, and the Finance and Audit Committee of the Board of Alders. The Controller and Budget Director both make presentations to bond counsel. Data developed by both the Budget Director and Controller are coordinated for a full report of the City's financial health.

Characteristics of the Ideal Candidate:

- ⇒ Experience in governmental accounting, fund accounting and public sector finance administration, management and operations and knowledge of GASB rules and regulations.
- ⇒ Management and supervision of over 65 union employees.
- ⇒ Visionary leader who treats employees and public with respect and holds them accountable.
- ⇒ Understanding of financial software with experience in Tyler Technologies MUNIS software.
- ⇒ Ability to collaborate with the Budget Director and understand the budget process.
- ⇒ Experience making presentations to legislators and citizens about finance system in a simple manner and well as making presentations in detail with all financial materials for a bond counsel.
- ⇒ Ability to gain credibility with staff, departments heads, politicians and citizens.
- ⇒ Knowledge of pension plans and the administration of investments for pensions plans and the administration of the various plans.
- ⇒ Understanding of municipal government to be able to support all the department heads.
- ⇒ Knowledge of audits, internal auditing processes, assessment and tax collection procedures in City Government.
- ⇒ Experienced working with and making transparent presentations to the public and Legislators.
- ⇒ Risk Management knowledge and experience to obtain workers' compensation, general liability and property insurance and administer insurance claims through a third party administrator.
- ⇒ Ability to ensure that all funds are being used properly for the public good
- ⇒ Purchasing knowledge to ensure proper procedures are followed for RFP's & Bids.
- ⇒ Patient and flexible personality to manager finance operations
- ⇒ High ethical standards for self and Finance Department.
- ⇒ Able to work with a diverse staff and management.



Websites for Finance & Budget

<https://www.newhavenct.gov/gov/depts/finance/default.htm> Finance Dept

[New Haven, CT - Annual City Audits \(newhavenct.gov\)](https://www.newhavenct.gov) Audit/CAFR

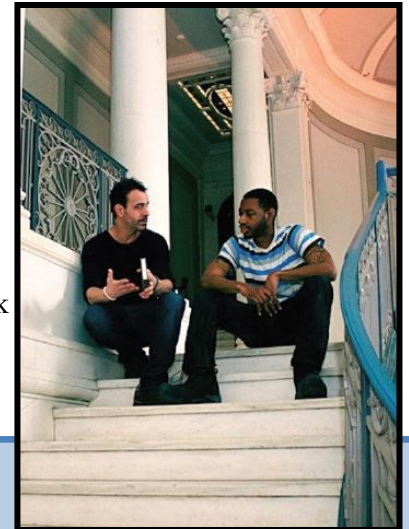
<https://www.newhavenct.gov/civicax/filebank/blobdload.aspx?blobid=42795> Budget

Qualifications:

The qualifications required would generally be met with graduation from an accredited college or university with a minimum of a bachelor in the field of accounting, finance, public administration, business administration or related field, with a preference for a graduate degree in a similar field; with at least 5-8 years of high-level experience in government finance administration. Knowledge of public finance administration, accounting, pension administration, risk management, financial software, supervision experience, public speaking experience, are very important for this position. Residency in the City of New Haven is required within six months of appointment.

Initiatives & Opportunities

- ◆ Opportunity to fill position vacancies due to retirements or promotions.
- ◆ Ability to review the Finance Department operations and help to decide if all divisions should remain in the department or be moved to other areas (such as: IT Division under the CAO and Workers Compensation under labor relations or human resources).
- ◆ Initiatives will include being part of the labor negotiations team to find new options for employee benefits that are sustainable and promote opportunities for new employees and existing employees.
- ◆ Ability to focus on improvements to the various finance department operations through new efficiencies or new technology to streamline operations.
- ◆ Opportunity to make presentation about the City of New Haven's financial condition for upcoming bond sales related to the City's capital budget.
- ◆ Ability to review all financial policies to bring them up to best practice standards
- ◆ Review existing central service and utility purchases to see if the City is getting the best rate and look to see if there are new services that can be handled by citywide central purchasing process.
- ◆ Complete the FY 2020-2021 Audit in a timely manner with very few management recommendations.
- ◆ Maintain a tax collection rate of 98% or above.
- ◆ Upgrade City financial technology to include online applications for vendors and customers and continue to increase the number of ACH transfers to vendors rather than printing checks.
- ◆ Continue to promote small businesses use of purchasing site to buy from more small, woman and minority businesses.
- ◆ Enhance city financial reporting through creation of transparency portals (i.e., open checkbook)
- ◆ Streamline the workers compensation claim process to get employees back to work faster after proper health care.
- ◆ Review options for more efficient payroll process of over 200,000 annual checks.



Compensation and Application Process

Beginning salary DOQ's supplemented by an excellent benefit package.

- ⇒ Benefits provided in accordance to Executive Management Plan—includes 4 options of Health Insurance Plans for employee & family with a PPO at 25% to a High Deduction Plan at 10% for premium share—Defined Contribution Retirement Plan (401a) with the City Contribution of 7.5%. Deferred Comp. Plan available for additional employee contributions
- ⇒ Vacation Days—20; Sick Days—15 with accrual up to 150 days; Personal Days—2; Holidays—12
- ⇒ Appointed by the Mayor for a 4 year term (Salary Range \$73,560-\$132,920)

New Haven is an AA/EOE employer –Residency required within 6 months of hire date

If you are interested in this position, please email your cover letter and resume to Ms. Randi Frank, if you have any questions, please contact Ms. Frank.

Position available immediately and will remain open until filled. The City is anxious to fill the position as soon as possible, so a quick response is strongly recommended. Ms. Frank will screen resumes as they arrive. Well qualified applicants will immediately be asked to complete a comprehensive supplemental questionnaire. Therefore, early applicants will have more time to complete the questionnaire.

More information is available on websites: <https://www.newhavenct.gov/default.htm>
<https://www.newhavenct.gov/gov/depts/finance/default.htm>

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