



WALLINGFORD

C O N N E C T I C U T

THE TOWN OF WALLINGFORD INVITES QUALIFIED CANDIDATES TO APPLY FOR COMPTROLLER/CFO

General Description of Position:

This is a highly responsible administrative and financial management position reporting directly to the Mayor who is the chief elected official and chief executive for the Town (elected every 2 years-Nov.2020). The Comptroller has direct responsibility for employment and supervision of all aspect of the Department of Finance (about 27 employees) which includes: fund accounting, financial reporting, payroll, accounts payable, pension accounting and investment, tax billing and revenue collections, assessments, purchasing, auditing, budgeting, treasury management and investments, debt management, preparation of Official Statements and the CAFR, including planning and monitoring the financial positions of the municipality. The Comptroller also functions as the chief fiscal officer of municipally owned Electric, Water and Sewer public utilities department working with the various business and operations managers to maintain the distinct enterprise funds. The Comptroller is also the Chief Budget Officer for the Town.

Essential Functions:

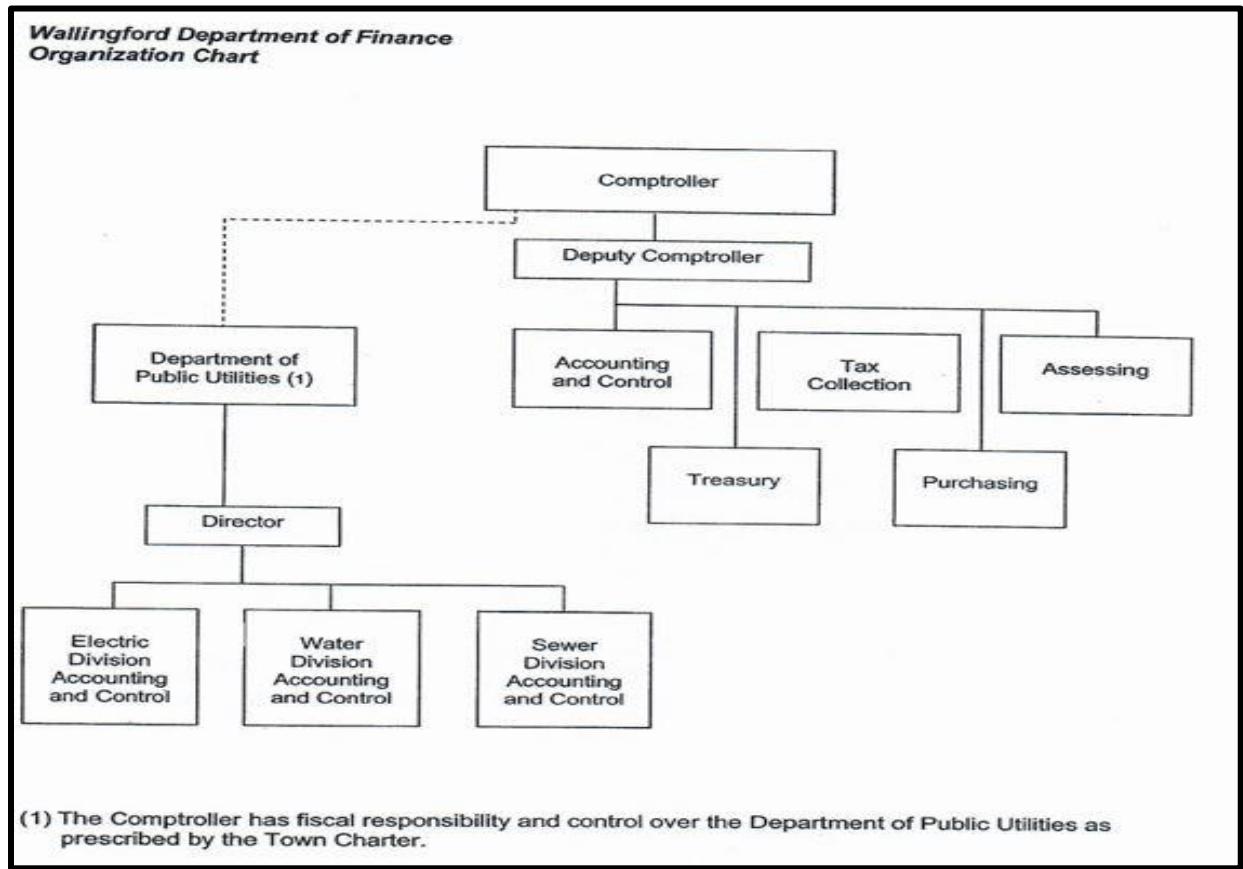
- Drafts & recommends fiscal policy to the Mayor and implements financial goals and objectives. Manages Financial System - MUNIS
- Directs operation of the Finance Department (see attached department organizational chart and list above). Appoints and evaluates staff and division directors of the Finance Department.
- Coordinates the Budget process with the Mayor and all Town Departments (See attached Town organizational chart).
- Oversees the Town Audit.
- Prepares Official Statements (OS) for various bond issuances.
- Acts as Secretary of the Pension Commission (quarterly meetings).
- Attends all Town Council Meetings to provide financial advice as needed.
- Analyzes financial markets and supervises the investment of town funds and monitors the financial position of the Town.

Qualifications for Position:

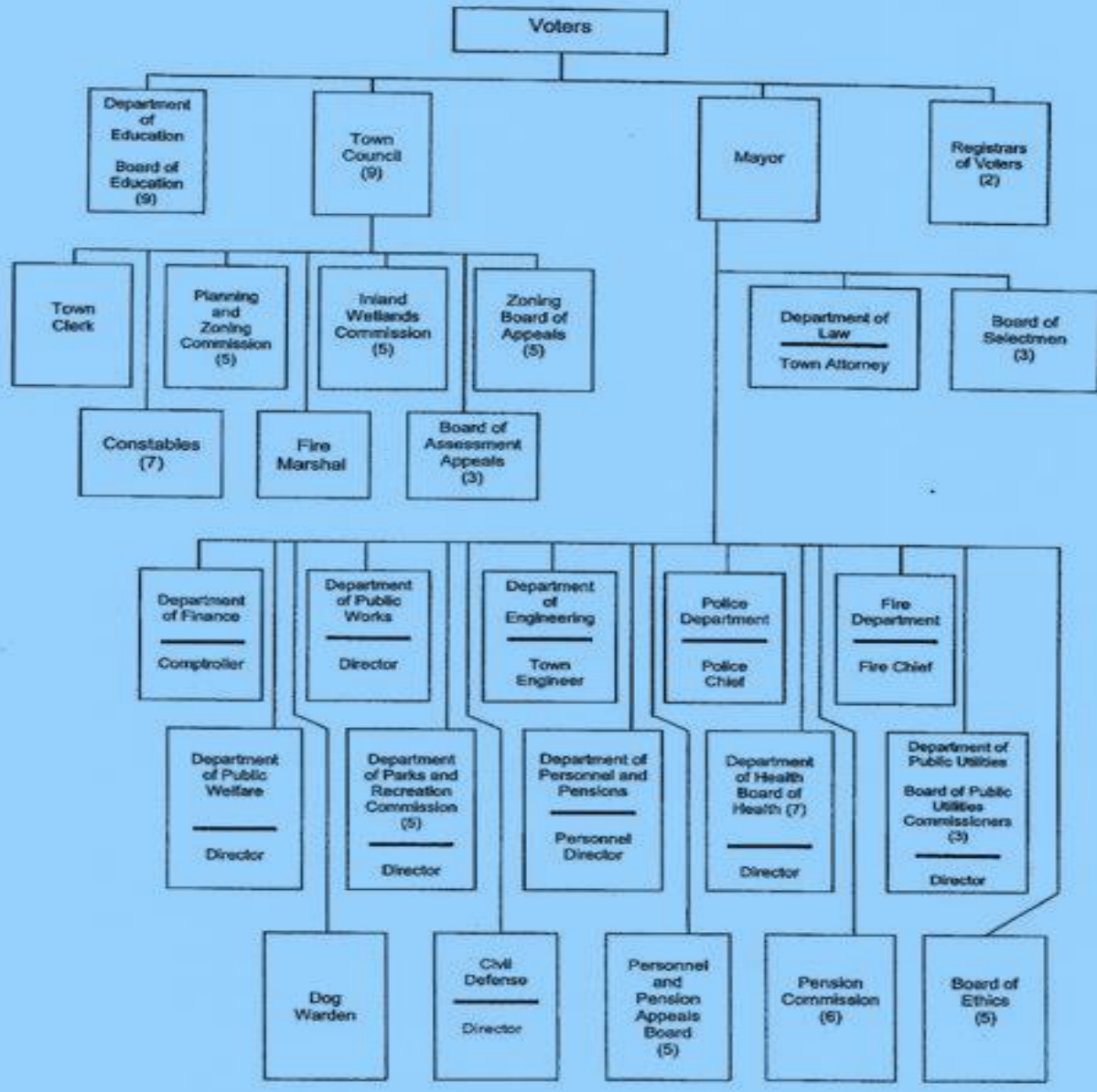
The position requires a Bachelor's degree in accounting and 12 years' accounting experience or a master's degree in business administration or closely related field and 10 years' accounting experience. Experience shall include progressively responsible accounting experience, including at least 5 years' experience in municipal or governmental accounting and at least 5 years' experience as a supervisor. Plus, a valid driver's license.

Facts and Figures about the Town of Wallingford:

- ❖ Located 10 miles north of New Haven on Interstate 91, also located south of Hartford, CT with easy access within 1-2 hours to New York City, Providence, RI, Springfield, MA and Boston MA.
- ❖ Population is about 45,135.
- ❖ Wallingford covers 39 square miles with a median age of 47 and 18,433 households with a median income of \$77,128 and 36% of the population has a Bachelor's degree or higher.
- ❖ Total Revenues (Budget which includes Board of Education) is \$173 million – FY20-21
- ❖ Public Utilities Budget (includes electric, water and sewer- Enterprise Fund) is about \$84 million.
- ❖ The Finance Department includes a Comptroller and Executive Assistant who are not in a union.
- ❖ The Accounting and Control Division is supervised by the Deputy Controller to include 8 union employees.
- ❖ The Tax Collector's office is supervised by the Tax Collector but also serves as the Revenue Collector since both taxes and public utility bills are handled by the office by a total of 7 union employees.
- ❖ The Assessor's Office is supervised by the Assessor which includes 6 union employees.
- ❖ The Purchasing Office is supervised by the Purchasing agent which includes 4 union employees.



**Wallingford Town Government
Organization Chart**



Characteristics of the Ideal Candidate

- ✓ Technically knowledgeable about municipal and government accounting & finances.
- ✓ Understanding of a full-service Municipal government including public utilities.
- ✓ Administrative, leadership, management, and people skills to manage department.
- ✓ Knowledge of working with union employees.
- ✓ Excellent communication skills, articulate to explain finances to politicians and citizens.
- ✓ Need to develop a good working relationship with School Business Manager.
- ✓ Understanding of Pension funds and ability to manage the Pension Committee.
- ✓ Excellent budget administration skills.
- ✓ Ability to motivate employees while being understanding and assisting with training.



Application Process:

If you are interested in this very unique and dynamic finance position, please send your resume and cover letter to Randi Frank Consulting, LLC – randi@randifrank.com (address available upon request). If you have any questions about the positions, please contact Ms. Frank at 203-213-3722. Resumes are due by June 18, 2021.

The Salary Range is \$130,019 to \$166,364 DOQ. The Town of Wallingford has an attractive benefit package which includes:

- Health Benefits for employee and family with a 15% premium share
- Dental and Vision benefits
- Life insurance for employee \$70,000
- Pension programs is Defined Contribution with 3 years for vesting employers' contribution and 5% vesting for remaining benefits of contract but becomes a defined benefit plan when you retire. (Cash Balance plan)
- Vacation Leave of 11 days to start, Sick leave of 15 days/yrs. and 13 paid holidays.
- Probation period is for one year – Position is in the classified system not at will.
- Contact Ms. Frank for copy of employee benefit information.

For more information about the Town see their website at:

<https://www.wallingford.ct.us/government/>

For Finance Department see website at:

<https://www.wallingford.ct.us/government/departments/finance-department/>

For a copy of FY20-21 Budget see the link below:

<https://www.wallingford.ct.us/Customer-Content/www/CMS/files/FinFY21AdoptedBudgets.pdf>

For a copy of FY 19-20 CAFR -Financial Report see the link below

<https://www.wallingford.ct.us/Customer-Content/www/CMS/files/FinCAFR063030.pdf>

For a copy of the last Official Statement contact Ms. Frank – randi@randifrank.com

The Town is working on a new Official Statement for a future project of land purchase and renovations of building for a possible new Police Headquarters.