



TOWN OF BROOKFIELD INVITES CANDIATES TO APPLY FOR CONTROLLER—FINANCE DIRECTOR

WHAT'S INSIDE

- Community Profile
- Form of Government
- Organizational Chart
- Job Description
- Qualifications
- Challenges
- Opportunities
- Application Process

Positives about the Town of Brookfield

- Stable community related to finances—AAI Bond Rating
- Good economic development
- A community has devoted funds to infrastructure (\$10 million road bond recently)
- Full service community devoted to open space
- Opportunity for boating and fishing in the two largest lakes in Connecticut
- Easy access to NY State line, NYC, Hartford, Berkshire mountains, etc
- 2011-12 FY Budget = \$13.9 mil general government, \$36.1 mil Schools, \$1 mil capital, \$4.2 mil debt for a total budget of \$55.3 million
- Opportunity to manage a Finance Department which includes, assessment, collection, IT, accounting, budget, debt, etc.

COMMUNITY PROFILE AND HISTORY

HISTORY*

In the 1700's Brookfield was an area of rich farm lands, forests filled with game and streams abundant with fish. It was called Newbury, a name derived from the three towns from which its land was taken (New Milford, Newtown, and Danbury). Here lived a hardy breed of people. They believed in hard work six days a week, and on the Sabbath they rested and attended worship, even though it meant a ten mile trip. In 1754, the General Assembly finally granted the petition for the Parish of Newbury to build their own meeting house and call their own minister. On September 28, 1757, the first Congregational Church building was dedicated, and the Reverend Thomas Brooks was ordained as the first settled minister. In 1778 the Town was incorporated. The name Newbury was changed to Brookfield in honor of the Reverend Thomas Brooks, who was still the minister.

As early as 1732, there was industry along the Still River and the area became known as the Iron Works District. Found here were the furnaces for making iron, the ever important grist mills, sawmills, comb shops, carding and cotton mills, a paper mill, knife factory, hat factories, and others. Still standing today is the grist mill (now the Brookfield Craft Center) and the Iron Works Aqueduct Company. This company was formed in 1837 to supply water from the mountain springs to the Iron Works District and today it still supplies water to the area.

**See town web site for more history and source of materials*

DESCRIPTION OF TOWN

The Town of Brookfield was incorporated in 1788 and encompasses an area of 19.8 square miles. The Town, located in Fairfield County in western Connecticut, is between Candlewood and Lillinonah approximately 70 miles from New York City. Brookfield has easy access to Interstate 84, and Routes 7 and 25. Local airports include: New York's Kennedy, La Guardia and White Plains; Bradley International Airport in Windsor Locks, CT and the Danbury Municipal Airport.

Brookfield remained a quiet New England farm community until the 1960's when it became one of the fastest growing towns in Fairfield County. Proper planning and zoning have guided an orderly development while maintaining a traditional New England atmosphere. The eastern portion of Town bordering Lake Lillinonah, is known as the Historic District. It features colonial architecture and large lots of 1-5 acres. The western side of Town borders the shores of Candlewood Lake. A majority of these homes were build in the 40's as summer cottages and have been remodeled and updated to provide year round living. The center of

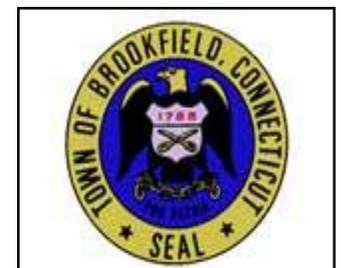
Town is divided by Route 7 and the Still River Valley. This area has developed into the central business district. Many of the historic structures in the area have been preserved and named to the National Register of Historic Places. The \$87 million Route 7 bypass was completed in 2009 which created a 4-lane limited access highway mostly for business and retail development.

FACTS & FIGURES

- Population est.—16,680
- Town Employees—101
- Town Unions—3 (74 empl.)
- 2009 Median Family Income -\$119,338
- 56% of population over age 25 have bachelor's degree or higher

Largest Employers:

- COSTCO
- Shop Rite
- United Parcel Service
- Photronic Labs
- Wentworth Labs
- Kohl's



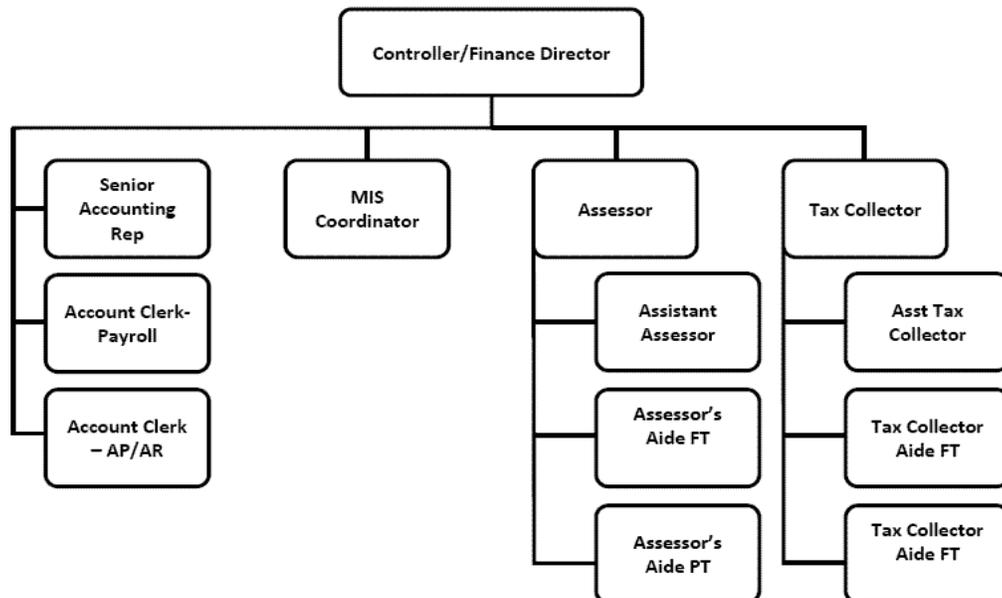
Form of Government

Brookfield is incorporated under the provisions of a Town Charter, The State Constitution, and the General Statutes of the State of Connecticut in 1957. Brookfield has a Selectman-Town Meeting-Board of Finance type of government. The three members of the chief governing body, the Board of Selectmen are elected in regular biennial Town elections on a partisan basis. The First Selectman is the full-time executive and Chief Administrative Officer of the Town. The legislative authority is vested in the Board of Selectmen and they are responsible for ordinances, making appointments of department heads and filling vacancies on boards and commissions.

The Board of Finance consists of six members elected to six-year, staggering terms. By charter, the First Selectman is a member of the Board but is permitted to vote only to break a tie vote. The Board of Finance recommends the annual budget for approval to the Town Meeting, establishes the mill rate, and recommends special appropriations to the Town Meeting.

The annual Town Meeting is held on the first Tuesday in May. The purpose of this meeting is to approve or reject the final draft of the Town budget. At the Meeting the qualified voters can decrease or delete an appropriation but may not increase any appropriation not recommended by the Board of Finance. The Budget is then sent to a Referendum for all citizens to participate in the voting for the Town Budget (which includes Town and school services)

Brookfield Finance Department Organizational Chart



Controller/Finance Director—Job Description

The purposes of this position are to plan, organize, conduct and supervise a comprehensive Finance Department which includes: Accounting, Purchasing, Insurance, Budget Preparation, Tax Collection, Assessment, and Information Technology. He/she reviews all functions, sets policy direction, supervises accounting division, manages debt management; implements checks and balances, is key team member for budget with Board of Selectman and Board of Finance and responsible for Audit/Comprehensive Annual Financial Report. Sample of tasks are listed below:

- Coordinates the preparation of all financial statements, financial report and analysis
- Develops and performs periodic review of department procedures to ensure continuity of business and analyze practices to create efficiencies and effectiveness of Town functions related to finance
- Manage debt budget including executive of bonds, lease agreement, short term borrowing and analysis of multi-year debt issuance requirements and recommendations
- Works with departments about capital spending needs, develops reports of fiscal impact of capital projects
- Insures grant funding procedures are in place to receive disaster relief and other grants
- Coordinates budget process with department heads, First Selectman, Board of Selectman and Board of Finance
- Works with Treasurer on short and long term cash needs and investment policies
- Monitors expenditures of all departments, prepares reports on anticipated surplus and shortfalls
- Serves as purchasing agent for the Town—oversees policy development and department practices
- Evaluates and coordinates liability, life, health and other insurance covers for Town
- Maintain a strong knowledge of current and proposed government accounting standards (GASB)
- Supervises and manages staff and functions of Accounting Division
- Supervises and manages Information Technology Division—MIS Coordinator
- Supervises Assessor and Tax Collector—compiles information for budget projections
- Works closely with Board of Education Staff related to joint financial issues

Characteristics of the Ideal Candidate

- A strong administrator and manager of people to insure staff are providing the best and appropriate services to Town Departments.
- Excellent analytical skills to provide multiple and various reports to Board of Finance about Financial operations.
- A manager who supports department heads, who is a partner with the First Selectman and provides sound and reliable advice about finance policy and procedures to Board of Selectman and Board of Finance.
- Keeps the First Selectman informed and up-to-date on new and/or changing state and federal laws, rules and regulations pertinent to municipal finance.
- A person with professional integrity who pays attention to detail and who is approachable.
- A person who provides solutions and recommendations related to Finance Department and best practices related to finance functions.
- A person with excellent written and verbal communication skills.
- A professional with thorough knowledge of the principles and practices of Governmental Accounting Standards.
- Thorough knowledge of municipal budget process, debt management, risk management and financing options for various employee benefits.

Qualifications:

The qualifications include a Bachelor's Degree in Business Administration, Public Administration, Accounting, Finance or related field. Five years of experience in finance, accounting or related field demonstrating increased responsibility in financial management including supervisory experience. Must have municipal finance experience.



Challenges and Opportunities

- Develop written Purchasing Policy.
- Opportunity to have a career in the Town of Brookfield — looking for a Finance Director who will provide financial stability in position.
- Work cooperatively with the Board of Education especially the Business Manager to look for ways to create efficiencies and savings through joint operations or purchases.
- Create detailed financial analysis of the various Town expenditures and revenues as well as capital and debt spending to allow Board of Finance to recommend sound financial practices.
- Supervise and develop accounting staff to perform best practices in finance and accounting practices.
- Prepare staff for cross training and develop succession plan for all staff.
- Assist Information Technology Department with standard procedures and specifications for equipment.
- Maintenance of financial system—MUNIS.
- Oversee liability and property insurance premiums.
- Participate in discussions to save funds related to increasing health insurance costs.
- Assist WPCA—Water Pollution Control Authority with enterprise fund.
- Continue improvements in cash management, setting up checks and balances in all accounting functions.



Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience - with an excellent benefits package which includes:

- Pension Plan Options & 457 plan
- Professional Membership
- Health Benefits and other employee benefits

For more information see the Town web site: www.brookfieldct.gov

Brookfield is an EOE/AA/Equal Access Employer

If you meet these qualifications and want to be considered for this position of Controller-Finance Director in the Town of Brookfield, please mail or email your resume and cover letter immediately (deadline is May 4, 2012) to:

**Ms. Randi Frank, Randi Frank Consulting, LLC, www.randifrank.com
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Email preferred rfrank05@snet.net**

