

**Town of Newtown**  
**Finance Department**  
**Controller job description**

## **Controller**

### **Position Summary:**

Under the general direction of the Finance Director, directs the operations of all Town accounting, treasury, and payroll functions; is responsible for the management, maintenance and control of financial records; installs required internal control procedures and systems to support internal financial policies as well as State and Federal mandates; does related work as required.

### **Responsibilities:**

- Performs related duties as required.
- Assigns, supervises and reviews the work of accounting, accounts payable, and payroll personnel.
- Develops and recommends to the Finance Director appropriate and necessary cash management and investment policies to minimize risk and reduce costs to maximize earnings on Town funds.
- Manages the investments of Town funds within risk and investment parameters established by law and town policy, ensures timely payments of municipal obligations, and minimizes idle funds or "float balances" in all accounts.
- Oversees the use of the financial accounting system, and coordinates requests for financial information from the Finance Director and other department heads.
- Reviews and approves all journal vouchers.
- Controls the Chart of Accounts.
- Closes the books at the end of the fiscal year.
- Oversees timely deposits of revenues and the timely reconciliation of balances in all town bank accounts. Will prepare some bank reconciliations.
- Oversees the preparation of Town payrolls and related tax filings, including 1099 forms.
- Maintains effective working relationships with banks and other financial institutions and the external auditing firm.
- Manages fixed asset inventory, depreciation of assets and other capital asset management.

### **Knowledge, Skills, Abilities, and Attributes:**

- Thorough knowledge of the principles, methods, and procedures used in financial management and accounting.

- Thorough knowledge of Generally Accepted Accounting Principles (GAAP).
  - Thorough technical knowledge of accounting and internal control procedures and financial reporting.
  - Knowledge of banking and investment theory, policies, and procedures.
  - Ability to prepare complex financial reports and statements.
- 
- Knowledge of payroll systems and requirements in a complex organization.
  - Ability to use an integrated financial system.
  - Ability to plan and supervise the work of subordinate employees.
  - Ability to communicate well both orally and in writing.

**Qualifications:**

Graduation from an accredited college or university with a bachelor's degree in accounting, finance, business administration, or a closely related field and five (5) years of progressively responsible experience in accounting and financial management, of which two (2) years must have been in a supervisory capacity.

A master's degree may substitute for one (1) year of the general experience as described above.

Salary: \$90,000 - \$100,000/yr

April, 2024

**PLEASE APPLY**

**OFFICE OF HUMAN RESOURCES  
3 PRIMROSE STREET  
NEWTOWN, CONNECTICUT 06470**

**Patrice.fahey@newtown-ct.gov**

**EEO/Affirmative Action Employer  
(Applications available on Town of Newtown website)**