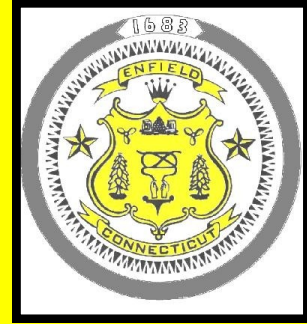


THE TOWN OF ENFIELD **CONNECTICUT** **INVITES CANDIDATES TO** **APPLY FOR THE:**



DEPUTY DIRECTOR OF FINANCE/TREASURER

COMMUNITY PROFILE AND HISTORY



HISTORY OF ENFIELD

The first recorded contact between Europeans and Native Americans in Connecticut occurred when Dutch explorer Adriaen Block sailed up the Connecticut River in 1614. In 1674, the General Court of Massachusetts granted land stretching as far south as Asnuntuck Brook to the Town of Springfield. Enfield's first settlers, John Pease, Jr. and Robert Pease, arrived in 1679 from Salem, Massachusetts. The next Spring, they were joined by their families and other settlers from Salem, Massachusetts; by the end of that year (1680) about 25 families had settled in the area. In 1683, the Town of Enfield was incorporated.

As a result of an error in the survey done in 1642, Enfield was settled as part of Massachusetts Colony. A 1695 survey corrected the error, showing that Enfield, as well as Suffield and Somers, were within Connecticut Colony's borders. Apparently unhappy with the Massachusetts government, the citizens of Enfield first discussed separating from Massachusetts at a 1704 Enfield town meeting. Legal action was taken in both the Massachusetts and Connecticut Legislatures and in court in London, England. In 1750 Enfield seceded from Massachusetts and became part of Connecticut Colony.

COMMUNITY BACKGROUND

The Town of Enfield, Connecticut is a full service Town located eighteen miles north of Hartford Connecticut and eight miles south of Springfield, Massachusetts.

Enfield is at the center of the Hartford-Springfield bi-state region which is an integrated economic area that straddles the Massachusetts-Connecticut border. Almost 1.7 million residents live in the 111 municipalities that compose this region along the Connecticut River. This region is commonly referred to as "New England's Knowledge Corridor" due to its concentration of 27 colleges and universities, whose combined total enrollment exceeds 125,000 students.

Enfield is also centrally located in the New England area. Interstate highways going east to west and north to south provide easy access to New York City and Boston. Bradley International Airport, which is located approximately 10 miles south of Enfield, is the principal source of commercial passenger service with 10 major and five regional airlines. Bradley is an important air freight center for the region. Enfield is also served by rail lines. A new commuter station is being planned for Enfield which will provide commuter train access to and from New Haven, Connecticut on the south and to Springfield, Massachusetts on the north.

The combination of excellent transportation networks and an educated, quality workforce is vital to

the approximately 1,600 businesses that call Enfield home. The Town's diversified commercial/industrial base includes world-class companies in manufacturing, services, distribution and research. Denmark-based Lego Group is known around the world as the leading producer of quality products for children. Lego chose Enfield as its U.S. Headquarters for its proximity to New York and Boston and ease of shipping to Europe. Massachusetts Mutual Life Insurance Company moved in the past couple of years into a large office complex within the Town. The Town is also home to Hallmark Cards and many other national and international companies.

The Town is 33.8 square miles with a current population of approximately 45,246. The population of the Town is ethnically, racially, and economically diverse.



Great Opportunity For a Finance Professional

Profile information:

- Community History and information
- Form of Government
- Deputy Finance Director Job Description
- Finance Department/Finances
- Characteristics of the ideal candidate
- Qualifications
- Challenges and Opportunities
- Process to Apply

Form of Government

The Town of Enfield operates under the council-manager form of government. Policy-making and legislative authority rest with a Town Council consisting of eleven members. Four Council Members are elected from Districts and seven are elected At-Large. All serve two-year terms.

The Council appoints a Town Manager who is the Chief Executive Officer of the Town. The appointment is for an indefinite term. The Town Manager appoints all department heads and other officers and employees of the Town with the exception of the Town Attorney. The Finance Director appoints the Deputy

The Town of Enfield is a full service Town with most services provided by the Town except Fire which are managed by five separate fire districts, water is provided by a private company, health services provided by a regional district. The Town has also consolidated a number of services with the Board of Education. The IT Department reports to both the Superintendent and Town Manager. Buildings and Grounds are managed by Public Works for both the Town & School properties.



Deputy Director of Finance/Treasurer Job Description

The Deputy Director of Finance/Treasurer manages all accounting functions and treasury functions for the Town. The position is responsible for the supervision of staff and administration of such functions as: collection, disbursement, custody, investment and accounting of all Town Funds. The position serves as the Acting Finance Director during any absences or as directed. As Treasurer the position is responsible for all investments and cash flow to meet the Town's financial responsibilities. Other responsibilities include:

- Prepares detailed accounting reports and financial statements in compliance with Generally Accepted Accounting Principals (GAAP)
- Supervision of Payroll, AP/AR
- Management of accounts receivable, deposits and internal controls related to AR
- Maintains custody of all bank accounts
- Performs detailed accounting functions or supervises staff to insure proper accounting procedures
- Projects and monitors cash flow
- Manages investments for the Town
- Assists in controlling Town expenditures within constraints of the adopted budget
- Assists the Finance Director with preparation of the Town Operating & Capital Budget
- Assist in implementation of municipal financial system (Town is currently implementing a new system)
- Assist the Finance Director in planning for future needs
- Assist the Finance Director with supervision of Assessment and Tax Collection Functions as required
- Serve on Pension Board
- Preparation of reports for municipal rating agencies and the annual audit

The Deputy Director supervises the payroll, accounts payable, finance and accounting clerks



FINANCE DEPARTMENT/TOWN FINANCES

The Finance Department includes the Accounting Function supervised by the Deputy Director of Finance/Treasurer and the Assessors and Tax Collectors Office. Other responsibilities handled by the Finance Department include: Audit, Investments, Pension, Bond Rating, Property & Liability Insurance, funding of self insurance health benefits, etc.

FACTS & FIGURES ABOUT THE TOWN'S FINANCES

- Bond Rating-Moody's AA2 & Standard & Poor AA
- Tax Collection Rate -98%
- Received Certificate of Achievement for Excellence in Financial Reporting
- Fund Balance is 10% of the total budget
- FY 10-11 General Fund Budget=\$113,086,304
- FY 10-11 Revenues from Taxes=\$74,955,228
- FY 10-11 General Fund Education Budget=\$62,711,007
- FY 10-11 Debt Service Budget=\$3,576,500
- FY 10-11 Public Safety Budget=\$11,780,000
- FY 10-11 Public Works Budget=\$15,897,000
- FY 10-11 All other departments Budget = \$22,698,000

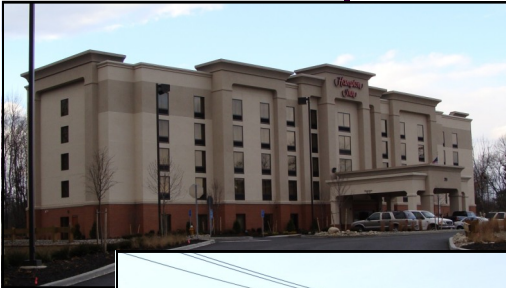


Characteristics of the Ideal Candidate

- A seasoned professional with strong knowledge of Government Accounting Practices and Standards (GAAP & GASB Knowledge)
- Excellent communications skills with staff at all levels—Good Listener
- Think outside the box—i.e. cutting edge best practices for Finance
- Be a Team Builder and Team Player with an open door policy with subordinates and other departments
- Promote culture of continuous improvement, customer focus and operational efficiencies
- Knowledgeable about municipal functions and operations and understands the Town services
- A manager who supports departments; who is a partner with the Finance Director and provides sound and reliable advice about finance policy and procedures
- A person with professional integrity who pays attention to detail and who is approachable
- A person who provides the Finance Director with solutions and recommendations related to Finance Department and Investment Practices
- A person who is flexible and open minded about new and more efficient methods to accomplish the overall goals of the Finance Department and Town
- A self starter, proactive and problem solver
- Knowledgeable about grant and fund accounting
- Ability to safe guard investments and provide options for investment alternatives

Qualifications:

The successful candidate must hold A Bachelors Degree in Accounting and five (5) years of progressively responsible experience involving accounting practices in governmental accounting with two(2) years of supervisory experience; or an equivalent combination of closely related education, training and work experience. Must be bondable in the State of Connecticut.



Challenges and Opportunities

- Delivering “knock your socks off service” to departments
- Continuing implementation of new financial software for the next year (MUNIS)
- Ability to deal with a downsized organization
- Working with the Pension Board and managing changing regulations
- Review of and improvements to internal controls
- Development of investment policies
- Maximize the Town’s Interest Income in down economy
- Ability to handle day to day operations of accounting function and treasury function while anticipating future issues
- Management and support of four staff positions
- Ability to handle Finance Department during director’s absences
- Keeping abreast of new regulations and best practices
- Ability to keep Director informed of project status and potential issues
- Dealing with grant and self insurance accounting methods

Compensation and Application Process

The starting salary for this position is about \$80,000 depending on qualifications & experience - with an excellent benefits package including membership in CT-GFOA:

For more information see the Town web site:
www.enfield.org

Enfield is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for the challenges of the Deputy Finance Director for the Town of Enfield please email your resume and cover letter by September 24,2010 to:

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For more information contact Ms. Randi Frank