

Town of Fairfield

Board of Finance Clerk Position

Qualifications

Required:

- Person should be a Certified Public Accountant and/or have experience with Municipal Finance functions
- Be proficient in spreadsheet applications, word processing applications and email applications
- Have the ability to communicate complex financial issues/information accurately and concisely
- Ability to develop relationships with Town Dept. Managers/Directors; various Town Bodies, (including: Board of Selectman, Representative Town Meeting, Board of Education, Building Committees, Pension Boards, Police & Fire Commissions, etc.), to ensure cooperation and smooth information flow amongst the Board of Finance and these entities
- Ability to attend all Board of Finance meetings and Board of Selectman/Representative Town Meeting meetings as requested
- Good organization and follow through skills

Preference:

- Current employee of the Town of Fairfield with knowledge and experience communicating and interacting with various Town Depts.

Town of Fairfield
Board of Finance Clerk
Job Description

Term of Service:

The Clerk position will have a term of one fiscal year. The board will vote to appoint or reappoint the clerk coincident with the appointment of the Town Auditors, (typically done in the May/June timeframe). However, for this first term appointment, the term will run from the date of appointment through June of 2014.

Duties:

- Prepare annual meeting calendar for the Board of Finance, (to be approved by the Board)
- Make arrangements/scheduling for all Board of Finance meetings, (rooms, services)
- Schedule and manage Secretary for Board of Finance meetings
- With Chairman, prepare meeting agendas and distribute
- Communication with Town Clerk on all meetings, agendas, postings and any Board actions
- Monitor Board of Selectman activity/coordinate with Board of Selectman secretary for proper communication and identification of Board of Selectman actions requiring Board of Finance action

- Schedule all outside participants for Board of Finance meetings, (including: Town administration members, Board of Education members/administrators, Auditors, Actuaries, Legal Counsel, Dept. Heads, other professional consultants as required, etc.)

Town of Fairfield Board of Finance Clerk Job Description, (cont.)

- Collect and distribute all meeting materials from and coordinate distribution of materials to Board members, Town Clerk, etc. - including having materials available at meetings for members of the public and compliance with all FOI requirements; (NOTE: where possible, materials should be distributed to Board of Finance members at least 72 hours prior to meeting)
- Follow up on all Board of Finance information requests with various representatives/bodies subsequent to meeting to ensure timely and accurate information flow of such requests
- Some familiarity with Roberts Rules of Orders would be appropriate