



# FIRST SELECTMAN'S OFFICE

Clifford J. Hurgin Municipal Center, 1 School Street  
Bethel, Connecticut 06801

Telephone: (203) 794-8148 Fax: (203) 794-0169

*Matthew S. Knickerbocker, First Selectman  
Richard C. Straiton, Selectman  
Paul Szatkowski, Selectman*

*Dionne Craig, Office Administrator  
Phyllis Kansky, HR Director  
Mary Churchill, Benefits Coord./HR Asst.*

**Town of Bethel** – Asst. Comptroller Position. To assist in planning, managing and overseeing the activities and operations of the Finance Department including oversight of accounting and financial reporting, cash operations, and related activities and to provide highly responsible and complex administrative support to the Comptroller. Acts as risk manager for the Town.

35-hour work week. Full Benefits

Salary 80,000 – 85,000 DOE.

Applications/resume should be sent to the Human Resources Department at HR @ bethel-ct.gov. and will remain open until October 29, 2021.

**EOE/M/F/V/D**

**Date:** March, 2011  
Revised: October, 2021

**Town of Bethel**

**Title:** Assistant Comptroller

**Department:** Finance Department

**Position Goal:** To assist in planning, managing and overseeing the activities and operations of the Finance Department including oversight of accounting and financial reporting, cash operations, purchasing, and related activities and to provide highly responsible and complex administrative support to the Comptroller. Acts as risk manager for the Town.

**Primary Functions:**

Supervises, trains and evaluates accounting staff.

Supervises staff in the preparation of accounts payable, accounts receivable, payroll and purchasing and all related transactions.

Responsible for overseeing accounting procedures, internal controls (implementing, monitoring, enhancing), and database management.

Randomly audits work flow to assure that all accounting transactions are appropriately authorized.

Substantiates and justifies expenditures and expense reports

Supervises or prepares monthly journal entries

Supervises or prepares general ledger reconciliations

Assures internal control compliance

Plans, supervises and participates in the preparation of annual and interim financial statements and reports using generally accepted accounting principles and governmental accounting standards.

Implements policies, procedures, and standards for the efficient and effective operation of Town accounting activities. Makes recommendations to the Comptroller for changes to existing policies and procedures and assist in implementation of changes in other areas.

Assists in preparation of annual Town budget.

As risk manager oversees the comprehensive insurance and risk management program, assessing and identifying risks that could impede the safety and security of the Town's operations.

**Additional Responsibilities**

Reviews monthly closing process.

Assists the Comptroller in research and analysis related to financial activities, as necessary.

Provides technical advice, information and other support to all Town departments in support of budget processes, financial information and documentation needs, accounting and financial reporting technicalities, etc.

Does related work, as required.

**Supervision Received:**

Receives general supervision from the Comptroller.

**Supervision Exercised:**

Supervisory responsibilities include directing, training and evaluating the entire staff of the Finance Department.

**Qualifications Profile:**

Knowledge of GAAP, IRC, GASB, accrual base accounting, organizational auditing, fixed asset accounting and filing requirements.

Knowledge of computerized accounting systems, personal computers, and complex spreadsheet programs.

Knowledge of financial analysis and projection techniques

Ability to prepare and analyze comprehensive financial, statistical and narrative reports.

Ability to prepare technical written management reports.

Ability to use independent professional judgment to interpret laws and regulations, assure compliant accounting practices, make sound recommendations and implement appropriate measures.

Ability to use and assess financial system needs and implement procedures for efficient financial management.

Ability to work independently from general instructions.

Ability to establish and maintain effective working relationships with fellow employees, the public and public officials.

Ability to read, understand and apply information from technical and financial resources.

This position requires a Bachelor's Degree with a major in Accounting, Finance or other related field, with five years experience in municipal or comparable public sector, including three years in a supervisory capacity **OR** a combination of education and experience including supervisory experience.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings with duties of the job requiring sitting for extended periods, use of PC work station for extended hours, standing, walking, lifting and/or moving up to 25 pounds.

Work involves walking, talking, hearing, using hands to handle, feel or operate objects, reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

**License or Certification:**

CT Motor Vehicle Operator's License  
Must be Bondable