

# Town of Bloomfield

## INVITES CANDIDATES TO APPLY FOR: DIRECTOR OF FINANCE

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### Why Bloomfield offers a positive opportunity for the new Director of Finance

- Stable community related to finances, staff and elected officials
- Offers a integrated and diverse community
- Good economic development programs with large cooperation's, premier continuing care communities
- Town investing \$100 million in school facility improvement program
- Town owns award winning Wintonbury Hills Golf Course
- Strong support from the Town Manager and Town Council
- Opportunity to manage a Finance Department which includes, assessment, collection, IT, accounting, budget, debt, etc.

### COMMUNITY PROFILE AND HISTORY

#### **History of Bloomfield**

Formally incorporated in 1835, the Town of Bloomfield is rooted in a 1640 settlement known as Messenger Farms, located at the eastern end of what is now Park Avenue. Originally part of Windsor, the settlement slowly grew to more than 900 people by 1835. The formal incorporation of Bloomfield was spurred by the founding of a new parish called Wintonbury in 1736. "Wintonbury" is a composite of the names of the three founding towns of Windsor, Farmington, and Simsbury.

Traditionally an agricultural community, Bloomfield began to diversify its economic base after it was incorporated. Tobacco was added to the list of agricultural products, and numerous cider mills and a brandy distillery were built. The Prosser Inn on Simsbury Road housed the headquarters of the Hartford to Westfield stage line, and the Hartford to Tariffville stage line passed through the Town Center. Within thirty years of its incorporation, Bloomfield's new rail service included eight trains that traveled daily to and from Hartford, and was serviced by four stations in Town. In 1891, the Hartford Electric Light Company brought Bloomfield into a bright twentieth century. By 1920, the Town's population had grown to more than 2,000.

#### **Bloomfield Expands in the 1950s**

Until the advent of the automobile, growth in Bloomfield was restricted to those areas near rail, trolley, or bus lines. In the 1950s, the suburban exodus from Hartford began, adding to Bloomfield's population growth. It was accelerated by the construction of interstate highway Route 91,

which gave Bloomfield easy highway access via Windsor to downtown Hartford. Between 1950 and 1970, Hartford's population declined, while the populations of six suburbs contiguous to Hartford rose. Bloomfield's 220% growth rate topped all the other suburban towns by a wide margin. The expanding population spurred housing development and a fast-growing local economy brought industrial growth to the Town.

This expansion continued through the 1970s, when Bloomfield's population neared 20,000. In 1973, the Town of Bloomfield was named an All-American City, an award that recognized Bloomfield's success as an ethnically and culturally diverse community.

Bloomfield has become an important focus of commercial development in the Boston-New York corridor, providing business, goods, and services to north central Connecticut and beyond. Yet, Bloomfield maintains the rural beauty and charm of a New England town.

#### **A Few Facts about Bloomfield,**

The Town of Bloomfield encompasses 26.4 square miles, with an estimated population of 20,000. Bloomfield is located in north central Connecticut, just 10 minutes west of the state capitol of Hartford. Bloomfield is approximately 10 minutes from Bradley International Air-

port and has easy access to Interstate Routes 84 and 91. Bloomfield; it's a perfect combination of suburban, modern, and historic housing and services.

- Bloomfield is strategically located half-way between Boston and New York City
- It is a destination and a stopping-place for vacationers touring New England,
- The commercial development is dynamic and expanding responsibly
- Bloomfield is home of world-class institutions such as CIGNA and MetLife Insurance Companies
- A former agricultural community, it still has large tracts of natural and undeveloped land that attract hikers, cross-country skiers, and nature enthusiasts
- The housing prices are reasonable, and housing construction is steady



## Form of Government

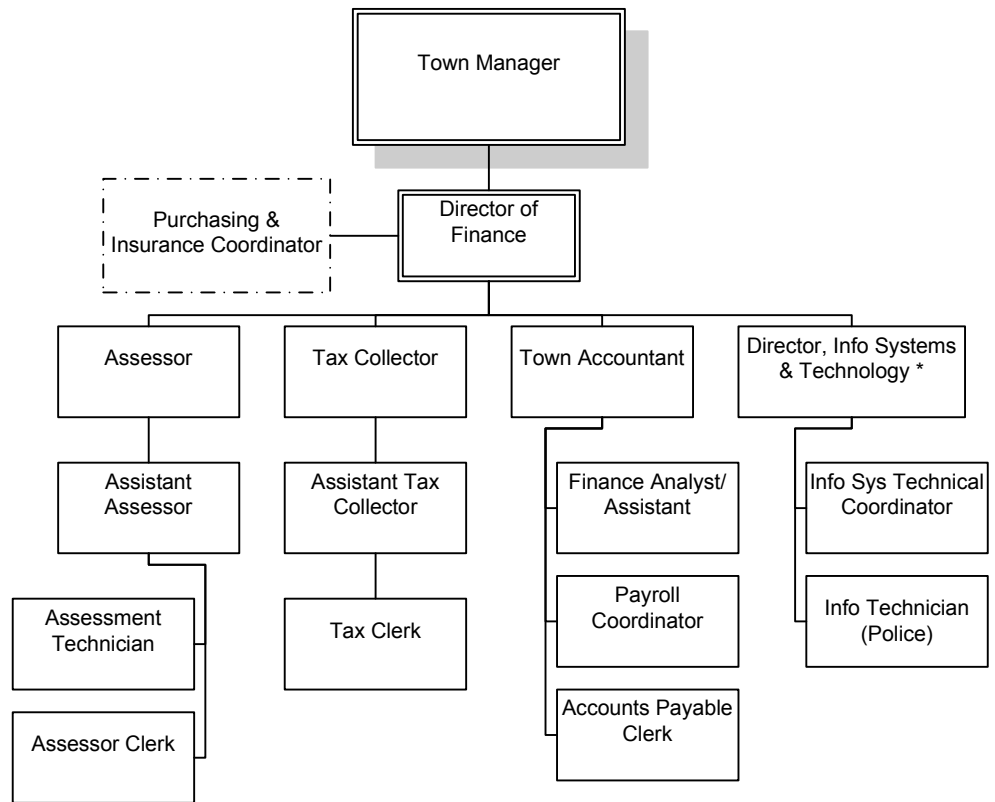
Bloomfield follows a Town Manager-Town Council form of government. The Town Manager acts as the Town's "chief administrative officer," implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all department heads including the Director of Finance. The Council is the Town's elected legislative body, with the responsibility of setting Town policies.

## Bloomfield's Finance Department Organizational Chart

### Important Facts and Figures about the Town of Bloomfield and it's Finances

- Bond rating= Moody's AA3 & Standard & Poor AA
- Tax Collection rate= 98%
- Received the Certificate of Achievement for Excellence in Financial Reporting
- Fund Balance is 12.4% of the total Budget
- FY 09-10 General Fund Budget = \$72,604,911
- FY 09-10 Taxes = \$62,124,692
- FY 09-10 General Fund Education Budget = \$39,211,104
- FY 09-10 Debt Service= \$3,285,366
- FY 09-10 Public Safety Budget=\$6,578,499
- FY 09-10 Fixed Charges =\$11,425,262 which includes MDC, Solid Waste, employee benefits, insurance, WC, pension payment, etc
- FY09-10 All other departments = \$12,104,680

## Town of Bloomfield, CT Finance Department



\* Coordinates with GIS, IT Librarian & the Emergency Operation Center



## **Director of Finance—Job Description**

The purposes of this position are to plan, organize, conduct and supervise a comprehensive Finance Department which includes: Accounting, Purchasing, Insurance, Pension Administration, Budget Preparation, Tax Collection, Assessment, and Information Technology. He/she reviews all functions, set policy direction, manages debt management; implements checks and balances, manages the Town Budget for the Town Manager, responsible for Audit/Comprehensive Annual Financial Report

- Administers, reviews, evaluates, plans, organize, supervise staff and makes recommendations related to Town Finance Department operations including: Accounting, Purchasing, Insurance, Pension Administration, Tax Collection, Assessment, Debt Management, Budget Preparation, Financial Reporting, and Information Technology.
- Sets policy direction for accounting control procedures, budget processes, financial systems, purchasing procedures
- Prepares the annual budget for approval by Town Manager; implements and monitors budget.
- Responsible for debt management and treasury management of all town funds. Oversees bonding process, development of bond official statement, meeting with rating agencies and working with financial advisors. Oversees and develops investment policies
- Responsible for the financial management of the employee pension plans, 401A; responsible for negotiating for health, property and liability insurance premiums/fees; responsible for administration of health benefit self insurance funds.
- Oversees the preparation of a variety of financial reports, analysis of fund expenditures against approved budget, monitoring of grant revenues
- Assist departments and management with questions about account balances, financial analysis, and projection of expenditures and revenues, union contract negotiations.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with Town Manager on such personnel actions as hiring, termination, and discipline and obtain final approval from Town Manager
- Handles Town Accountant Duties during absences

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## **Characteristics of the Ideal Candidate**

- A manager who supports department heads, who is a partner with the Town Manager and provides sound and reliable advice about finance policy and procedures.
- Keeps the Town Manager 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 Town Manager with solutions and recommendations related to Finance Department
- A person with excellent written and verbal communication skills.
- A seasoned professional with thorough knowledge of the principles and practices of Governmental Accounting Standards.
- A team member with an open door policy with subordinates and other department heads.
- A professional who is committed to the achievement of overall Town goals, i.e. collaborates with other department heads to counsel, support and assist them in accomplishing their respective work plans.
- Thorough knowledge of municipal budget process, debt management, risk management and financing options for various employee benefits.

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### **Qualifications:**

The qualifications include a Master's Degree in accounting, finance or public administration or related field from an accredited college plus at least eight (8) years of experience in municipal accounting/finance which includes 5 years of supervisory experience. Or an equivalent combination of closely related education, training and work experience. CPA and/or Certified Professional Finance Officer preferred.



## **Challenges and Opportunities**

- Develop written financial policies about such issues as fund balance, debt management and investment practices
- Work with financial advisors to establish a OPEB Trust Fund
- Management of \$94 million school project as it relates to short and long term bonding efforts and approval of funds for each school.
- Maintenance of Financial System—MUNIS
- Assist Assessor with issues related to 2009 Completed Revaluation and the effects it will have on the FY 2010-2011 budget—Assist Tax Collector with questions related to tax bills resulting from Revaluation
- Support IT Division with major upgrade of phone system and fiber optics
- Assist department with creative thinking to fund programs and services with loss of grant funding.
- Management of self insurance health benefit fund,
- Oversee Liability and Property insurance premiums
- Administration of grandfathered pension (defined benefit) program and new 401A (defined contribution) plan for new town and non-certified education employees
- Assist Town Manager and Department Heads with budget process for next fiscal year with many unknowns related to state funds and lower development fees
  - 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 - (Salary Range-\$77,000-\$110,000) with an excellent benefits package which includes:

- ICMA Retirement Corporation – Plan Options
- Professional Membership
- Health Benefits and other employee benefits

For more information see the Town web site: [www.bloomfieldct.org](http://www.bloomfieldct.org)

Bloomfield is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this Position of Director of Finance in the Town of Bloomfield please mail or email your resume and cover letter immediately (deadline is March 19, 2010) to:



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