

Town of Windsor Locks

Position Posting

Opening for Director of Finance

Dated Posted: 12/3/2025

Location: 50 Church Street, Windsor Locks, CT 06096

Town Hall Business hours, attending evening meetings, Board of Finance, Board of Selectman and others as required.

Salary Range \$130,000 to \$150,000 range with experience nonunion benefited position

The Town of Windsor Locks (pop. 12,200) is seeking an experienced Finance Director responsible for the management and overall administration of a \$62M Town Operations budget and \$1.2M annual Capital budget. The duties include all areas of financial management including planning, organizing and directing accounting functions and reporting for cash management, purchasing, debt management, revenue collection, budgeting and payroll. Performs administration of employee insurance and benefit programs. Collects data and performs analysis to prepare the operating and capital improvement budgets. Advises the Board of Selectmen and Board of Finance regarding fiscal matters and acts in an advisory capacity for collective bargaining negotiations. Supervises Finance Assistant and attends all Board of Finance and Board of Selectman meetings. Prepares, distributes and displays all needed meeting documents. Reports directly to the First Selectman on policies and procedures as necessary. Coordinates closely with the Board of Finance and external auditors

This position is an on-site, full time, forty (40) hour work week. This position will occasionally require hours beyond the regular schedule as job duties demand. Evening meetings will be expected, and some flexibility in schedule may be considered. Generous benefits include 457(b) defined contribution retirement plan, health/dental/life insurance and generous paid time off.

Exceptional ability to articulate ideas clearly and effectively both verbally and in writing to staff, supervisors and general public. demonstrated ability to effectively manage the operations of a municipal finance department and lead a team of professionals; demonstrated ability to create and implement effective short-term and long-term plans that align with organizational goals; ability to make sound judgments and solve complex problems in a fast-paced and resource-constrained environment. Ability to prepare financial statements in accordance with generally accepted accounting principles; ability to critically evaluate municipal financial systems and identify areas for improvement; ability to prepare statistical as well as narrative reports; ability to apply state and federal laws, Town Ordinances, department policies, procedures, rules and regulations to determine necessary action. Knowledge of Munis or similar financial databases/systems preferred.

Core Duties & Responsibilities

- **Financial Planning and Budgeting:** Directing the development, implementation, and administration of the annual operating and capital improvement budgets. This includes revenue forecasting, monitoring expenditures, and recommending budget adjustments.
- **Accounting and Financial Reporting:** Overseeing all accounting functions, including general ledger maintenance, accounts payable, accounts receivable, and payroll. They are responsible for preparing timely and accurate financial statements and reports in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) standards.

- **Auditing and Compliance:** Coordinating the annual independent audit process, developing and monitoring internal controls to safeguard municipal assets, and ensuring compliance with all federal, state, and local laws and regulations.
- **Treasury and Debt Management:** Managing the municipality's cash flow, investments, and banking relationships. This also involves planning and administering debt financing, including the issuance of bonds and notes.
- **Leadership and Administration:** Supervising, training, and evaluating finance department staff. The director often serves as a member of the executive leadership team, collaborating with other department heads and providing financial guidance to the City Council or Mayor.
- **Risk Management:** Participating in risk management functions, which can include managing insurance policies and coordinating disaster funding when necessary.

Minimum Qualifications

- Must possess a bachelor's degree from an accredited college plus 10 years of senior level finance experience or a master's degree from an accredited college plus 8 years of senior level finance experience or any equivalent combination of education, training and finance experience.
- Must also have five (5) years of supervisory experience and a valid driver's license.
- Preferred qualifications: Certified Public Accountant (CPA); Master of Business Administration (MBA); knowledge of the Munis system; experience in a municipal organization and experience with bargaining unions.
- Ability to obtain certification as a Certified Public Finance Officer (CPFO) through Government Finance Officers Association (GFOA) preferred.

Send cover letter, resume to the Town of Windsor Locks, Attention: First Selectman, 50 Church Street, Windsor Locks, CT 06096 or jsavino@wlocks.com

The Town of Windsor Locks considers applicants for all positions without regard to race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, or sexual orientation. All applicants will be considered solely on the basis of their qualifications.