



Town of Vernon, Connecticut

Finance Officer

Our History and Community



Vernon is a celebrated place to live, work and visit. From its beautiful parks and lakes, to its vast trails and historic homes and buildings, Vernon has it all. Vernon strives to be a resilient and collaborative community that promotes the health and well-being of its residents and values the natural environment. Vernon is a diverse community of nearly 30,000 people that combines a balanced appreciation of history and a strong economic base for residential and commercial growth.

Located 15 minutes east of the Connecticut capital of Hartford, and 25 miles from the city of Springfield, Massachusetts, the Town of Vernon is strategically placed in “New England’s Knowledge Corridor” with close proximity to some of the top colleges and universities in the country, including Trinity College, Wesleyan University and the University of Connecticut.

The Town of Vernon offers rural, suburban and urban living, and a short commute to either Hartford or Springfield. Located in Tolland County, it is the largest municipality of the county.

The Town of Vernon is proud to offer a full range of services to residents and visitors, including extensive parks and recreational opportunities, a Rails-to-Trails system, an award-winning public school system that challenges students, a dynamic public library, highly trained police officers, EMTs and volunteer firefighters, an \$85 million dollar upgrade to the water pollu-

tion control facility, as well as refuse and fall leaf collection. Annual events include July in the Sky, National Night Out, and Winterfest. Government in Vernon works everyday to meet and exceed taxpayers’ expectations by identifying and implementing the most efficient and value-added ways of providing high quality services, and practices a management philosophy of continuous improvement.

Originally, part of the Town of Bolton, Connecticut, Vernon was incorporated as a separate township in October 1808. Vernon contains the borough of Rockville, which was incorporated in January 1889. In 1965, the Town of Vernon consolidated with the City of Rockville and the Vernon Fire District and assumed all assets and liabilities of the two governmental units. Vernon also contains the two smaller villages of Talcottville and Dobsonville.



The Town

The Mayor of Vernon is chief executive officer of the Town and vested with management of the Town's Government, its annual budget for all departments and agencies including the Board of Education, its finances, its employees and complying with rules, regulations and the law. The Mayor is elected for a two-year term. The Mayor's salary is set by the Town Council and affirmed by the voters at the Annual Town Meeting as part of the Town's budget.

The Town Council is the legislative body of the Town. The Council consists of 12 members elected to two-year terms. The powers and duties of the board of finance with respect to the board of education budget and financial program are exercised by the Town Council. Town Council members are not compensated for their service.

The Town must hold an Annual Town Meeting on its budget. The Annual Town Meeting is held for the consideration of the budget and is conducted on the fourth Tuesday in April at a time determined by the council. The annual budget becomes effective only after it has been approved by a majority vote.

Vernon is designated as a Sustainable CT municipality by the Connecticut Conference of Municipalities. Vernon has demonstrated a commitment to promoting health and safety, promoting local products and services, providing watershed education, developing open space, maintaining natural resources, and developing a cultural arts district.

Vernon has been recognized for its risk management initiatives for several years by the Connecticut Inter-local Risk Management Agency (CIRMA), resulting in cost-savings through lower premiums and rebates. Through the Administration Department, and in conjunction with Department Heads, Vernon has been awarded various grants and donations through public and private agencies, and the Vernon community:

- Connecticut Department of Housing
- Hartford Foundation for Public Giving

Demographics (based on the 2019 U.S. Census)

Population	29,359
Under 18	22.1%
18 to 24	7.7%
25 to 44	32.4%
45 to 64	23.9%
65 or older	13.9%
Median age	38 years
# of Households	13,039
Average Household Size	2.26
Median Household Income	\$47,816
Per Capita Income	\$25,150
Population Below the Poverty Line	5.9%

- Gary Sinise Foundation
- The Village for Families & Children
- Vernon Community at-large

These grants and donations have provided funding for emergency management upgrades, crumbling concrete, civic engagement, drug awareness, police bicycles, K-9 protection, and farmer's markets, to name a few.



The Finance Department

The finance department shall consist of the finance officer, the treasurer, the collector of revenue, the assessor, the purchasing agent, and such other employees as the town council may determine.

The finance department shall be responsible for the keeping of accounts and financial records, the assessment and collection of taxes, special assessments and other revenues, the control over expenditures and such other powers and duties as may be required by ordinance or resolution of the town council. Accounts shall be kept by the finance department showing the financial transactions for all departments and agencies of the town. Forms for such accounts shall be prescribed by the finance officer with the approval of the mayor. Financial reports shall be prepared for each quarter and for each fiscal year and for such other periods as may be required by the mayor.

The finance officer shall be responsible for the efficiency, discipline, and good conduct of the department. Subject to the approval of the town council the finance officer may perform the duties of treasurer and may perform the duties of any officer of the finance department and, with the exception of the assessor and the collector of revenue, may consolidate one (1) or much such offices under one (1) person. The finance officer shall assist in the preparation of the annual budget document and departmental estimates of receipts and expenditures.

(Vernon Town Charter)

2024-2025 Adopted Budget \$109,176,779

[Annual Budget](#)

Neighboring Towns

- Ellington
- South Windsor
- Manchester
- Tolland
- Bolton

The Position

The Ideal Candidate:

An individual with strong leadership capabilities to lead and manage departments under the jurisdiction of the Finance Officer with efficiency and integrity.

General Statement of Duties: Plans, organizes and directs the financial, accounting, cash management, investments, payroll, insurances, pension financing, debt service, debt structure and purchasing operations of the entire town. Plans, organizes and submits recommendations for the annual operating and capital improvement budgets. Implements and administers the approved annual budgets. Oversees all revenue collection, assessment operations and budget administration.

Supervision Required: Receives general direction from the Mayor and functional direction from the Town Administrator. Performs work with considerable independence. Plans work according to fiscal year schedule. Establishes priorities in organizing departmental work. Prepares regular statistical and narrative reports, including financial statements, for the Mayor, Town Administrator, and Town Council.

Supervision Exercised: Provides general supervision to Assistant Finance Officer and staff members of the Finance department; and provides general direction to Assessor and Collector of Revenue.

Essential Job Functions: Directs the functional areas of finance, accounting, payroll, investment programs, purchasing, property assessment, and revenue collection. Coordinates the planning, preparation and administration of the town annual budget and indebtedness program. Identifies and proposes revenue to support the annual budget. Administers revenue and authorizes expenditure of town funds and account groups for departments and agencies in accordance with approved appropriations. Authorizes and recommends budget amendments. Serves as a signatory for the town. Provides fiscal consultation to town and school departments, commissions, and boards. Provides budgetary and accounting control information to departments. Oversees the development and administration of a cash management and investment program. Directs purchasing program and coordinates insurance procurement process for risk management programs. Administers self-insurance fund for workers' compensation. Administers financing of medical coverage and pension and retirement programs. Administers capital project and special revenue program budgets and financing. Responsible for the preparation of official statements for debt service requirements, debt structuring; debt negotiations; and the sale of bonds. Responsible for the preparation of the comprehensive annual financial report and all other external financial reports. Formulates fiscal operating policies for all departments. Recommends and implements changes in organization or operating procedures to effect service improvements and to attain operational efficiencies. Assists external auditors with their annual review of town financial records and statements. Coordinates with the Director of Data Processing the implementation of data processing applications utilized for municipal finance operations. Reviews and updates technological methods, systems, and equipment as needed. Attends nightly meetings as required. Makes applications for grant funds and provides fiscal management of grants. Prepares financial analysis for union negotiations. Regular and punctual attendance.

Other Job Functions: Required to serve in the Town's Emergency Operations Center (EOC) during emergencies and disasters. Other duties as required.

Physical Demands: The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, walk; use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to perform highly complex and varied tasks requiring independent knowledge. Must be able to concentrate on detail with constant interruption, attend to tasks for extended periods of time. The noise level in the work environment is usually quiet.

The Position cont'd

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities Required: High degree of integrity and confidentiality. Thorough knowledge of municipal financial administration, including accounting, budgeting, purchasing and investing. Excellent written and oral communication skills. Excellent listening skills. Excellent critical thinking skills with the ability to draw conclusions or approaches to complex problems to implement solutions. Ability to prepare financial statements in accordance with generally accepted accounting principles. Ability to recognize weaknesses in town financial system and to effect improvements for increased effectiveness. Ability to foster a work culture of continuous quality improvement and efficiency. Ability to supervise managerial and support staffs. Knowledge of data processing financial applications. Ability to interpret and analyze complex financial data. Ability to prepare clear, concise oral and written reports. Must be computer proficient with the ability to learn software programs specific to the job. A Police background check will be required.

Experience & Training: A bachelor's degree in Accounting, Business Administration, Finance, or some closely related field, and seven years of increasingly responsible experience in financial management, including two years supervising a major unit within a municipal finance department, or an equivalent combination. Considerable experience in budgeting and financial software.

*This job description is not intended to be a complete statement of all duties, functions and responsibilities which comprise this position. EOE/AA
Revised: 11/7/2017; Adopted: 11/13/2017*

Classification: Exempt
Salary: Currently budgeted at \$143,685*

**** Under the terms of the Town Charter this position is outside of the classified service and is subject to appointment through approval of the Town Council.***

To apply, please forward a current resume by: February 10, 2025

E-mail: dmaselek@vernon-ct.gov, with subject line: Vernon Finance Officer

OR

Mail: Town of Vernon

14 Park Place

Vernon, CT 06066

Attn: Assistant Town Administrator

CONFIDENTIAL

For questions or inquiries please call (860) 539-1498

