

**TOWN OF GROTON
NOTICE OF JOB OPENING**

POSITION:

Deputy Finance Director
Finance Department
FT, 40 hrs/wk

STARTING ANNUALIZED SALARY:

\$85,753 - \$98,616

REQUIRED QUALIFICATIONS:

Skill and knowledge required would generally be acquired with a Bachelor's Degree in Finance and/or Accounting and six (6) years' experience responsible financial/accounting work including a minimum of four (4) years' experience in a supervisory position or a Master's degree in Business Administration, Public Administration or some closely related field with a concentration in Finance and/or Accounting and four (4) years' experience in financial accounting work, including a minimum of three (3) years' experience in a supervisory position. Familiarity with public accounting and assessment procedures preferred. Strong computer software skills required; must be proficient with Microsoft Excel and Word. Must possess and maintain a valid motor vehicle operator's license.

Individuals with disabilities who will need reasonable accommodation to complete the selection process should inform the Human Resources Office on or before the application deadline. Documentation supporting the need for this accommodation may be required.

SELECTION PROCEDURE:

Review of applications and/or resumes with best qualified candidates participating in oral interviews.

APPLICATION PROCEDURE:

Applications are available in the Human Resources Office, Groton Town Hall, 45 Fort Hill Road, Groton, CT 06340 or at www.groton-ct.gov. Applications must be returned to Human Resources on or before **April 24, 2019.**

Robert Zagami
Asst. Town Manager/Director of Human Resources