

HUMAN RESOURCES, LABOR
RELATIONS, AND
ADMINISTRATIVE SERVICES
DEPARTMENT

Email to: Sarah.Taffel@wiltonct.gov



TOWN HALL
238 Danbury Road
Wilton, CT 06897

POSITION POSTING

Chief Financial Officer-Town of Wilton

Job Posting Date: September 5, 2025

The Town of Wilton is seeking applicants for the position of Chief Financial Officer for the Town of Wilton. We are seeking a Chief Financial Officer who shares our enthusiasm for innovation.

The successful candidate will provide strategic management of the Town's finances and supervises the Town Finance Department, Tax Collector, and Assessor Offices. The successful candidate will be responsible for financial reporting, budget planning, oversight of implementation and monitoring of the accounts payable, payroll, and treasury functions, investment management, debt management, audit management, pension and OPEB accounting, management of insurances, accounting policies, and management of internal controls and procedures.

The successful candidate is expected to have at least ten (10) years of municipal accounting experience including supervising professional level staff and an undergraduate degree in accounting, finance, or business administration or a degree with similar coursework. Licensing as a Certified Public Accountant is preferred but not required. Knowledge of Munis, a municipal accounting and finance system, is preferred but not required.

The successful candidate will possess excellent analytical, communication, and presentation skills and be able to exercise appropriate independent judgment while performing duties. The successful candidate must be hands-on and available for board, commission, and other special meetings either virtually or in-person, both during business hours and after businesses hours.

Salary range is \$160,000 to \$200,000 based on the successful candidate's experience. Benefits include the Connecticut Partnership Plan 2.0 for health and a defined contribution retirement plan. A positive background investigation and post-offer, pre-employment physical exam and drug test are required. Equal opportunity employer (EOE).

Position will remain open until filled. Please email cover letter, resume, and completed application, found at the Human Resources page at www.wiltonct.gov, to Sarah Taffel, Director of Human Resources and Labor Relations at Sarah.Taffel@Wiltonct.gov.

Scroll down to view detailed position description.

TOWN OF WILTON

Position Description

POSITION TITLE:	Chief Financial Officer (CFO)-Town of Wilton
DEPARTMENT:	Town of Wilton - Finance Department
REPORTS TO:	This position is employed by the town of Wilton and reports to the Town Administrator for all duties related to performance in the capacity as CFO for The Town of Wilton and is employed by the Town of Wilton.
SUPERVISION EXERCISED:	Town Finance and Payroll Staff, Tax Collector, and Assessor

SUMMARY: This position provides strategic management of the finances of the Town of Wilton.

Responsibilities include, among other things, financial reporting, budget planning and oversight and implementation, department and employee management, treasury functions, statutory reporting and compliance, annual audit management, policy and procedure development and implementation, management of internal controls and reviews of such, identifying and implementing of financial system improvements, identifying areas for cost savings and improvement, and providing financial information to and attending board, committee, commission, and other similar meetings either virtually or in person, both during business hours or after business hours.

This position advises all departments on budget matters; maintains and supervises accounting systems; supervises the functional areas of accounting, budgeting, treasury and payroll, tax collection and assessment; prepares annual budget recommendations and reporting; oversees assistance to external auditors; and implements and oversees policies and procedures and a system of internal financial controls for all departments.

ESSENTIAL FUNCTIONS:

- Demonstrated knowledge of financial administration, including accounting, budgeting, purchasing and investing; demonstrated knowledge of the principles and procedures of personnel, payroll, purchasing including insurance, grant administration and contract administration; demonstrated knowledge of financial reporting and debt issuance;
- Demonstrated ability to hire, manage, train and coach staff;
- Demonstrated superior analytical, interpersonal, and oral and written communication skills;
- Ability to analyze and prepare financial and statistical reports; ability to apply principles of municipal financial administration to define problems, amass data and make recommendations for improvement;

- Knowledge of or ability to acquire knowledge of and/or ability to apply State, and Federal laws, town charter provisions, town ordinances, school policies, department policies, procedures, rules and regulations;
- Demonstrated ability to develop effective relationships with staff, public officials, non-profit agencies, financial institutions and external auditors;
- Demonstrated ability to prepare financial statements in accordance with generally accepted accounting principles; ability to prepare statistical as well as narrative reports; and
- Demonstrated ability to perform treasury functions.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Experience in accounting, financial reporting and a combination of fiscal/administrative functions;
- Supervisory and management experience;
- Ability to work with minimal supervision and employ critical and judicial discretion as required;
- Ability to establish and maintain effective and cooperative work relationships with other employees and town departments; and
- Ability to think creatively.

MINIMUM JOB REQUIREMENTS:

- At least ten (10) years of municipal accounting experience including supervising professional level staff and an undergraduate degree in accounting, finance, or business administration, or a degree with similar coursework. Licensing as a Certified Public Accountant is preferred but not required.
- Strong knowledge of Excel and other Microsoft products and experience with enterprise systems; Experience with Munis preferred but not required; and
- Experience in municipal, school or government accounting and finance a plus, but not required.

SPECIAL CONDITIONS:

- Successful passage of a pre-employment physical, including tests for drugs, may be required as a condition of employment with the Town of Wilton; and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.