



# CHIEF FISCAL OFFICER

Fairfield, Connecticut



EXECUTIVE  
RECRUITMENT  
PROVIDED BY







## THE COMMUNITY

Charming doesn't begin to describe Fairfield, Connecticut, a 30-square-mile town with five miles of shoreline on the Long Island Sound. Fairfield is a top community in the Northeast, filled with beautiful beaches and marinas, serene parks and open space, and tons of shopping, fine dining, and entertainment — all within 50 miles of New York City. This Town has about 61,740 residents but still manages to preserve a quaint, small-town feeling with diverse neighborhoods, top-notch schools, and amazing opportunities for fun and leisure.

Fairfield was founded in 1639 by the English Puritan leader Roger Ludlow, who was drawn to the area's beauty and the "land of fair fields" cultivated by Native American farmers. By the early 19th century, Fairfield had begun its rich history as a place of business. Black Rock and neighboring Southport were important harbors and welcome stops for sea captains and merchants, and the locally grown Globe Onion later became a major cash crop, carried by ship and rail to New York and beyond. Fairfield's economy continued to grow as family-owned businesses — such as Pepperidge Farm and Bigelow Tea — flourished, and major manufacturers and corporations began to call Fairfield home. Today, Fairfield remains rooted in its history, striking a perfect balance between small-town New England charm and big-city culture and sophistication.

There are five town beaches along Fairfield's Long Island Sound shoreline, offering everything from swimming and relaxing to grilling and bonfires. For fun in the water, head to Lake Mohegan, which has hiking trails, the Town's only fresh-water swimming facility and sprinkler park, and two marinas that provide opportunities for boating and kayaking. Fairfield residents can also enjoy the outdoors on one of the Town's many golf courses. There are three private country clubs and two public golf courses, which vary from a 9-hole course to a course that hosts PGA championship tournaments.

Arts and entertainment options abound in bustling Fairfield, including the Dogwood Festival, the Ogden House and Garden, the Fairfield Museum and History Center, and shows at the Quick Center for the Arts and the Edgerton Center for the Performing Arts. The Fairfield Theatre Company is a nonprofit center for the arts and culture located in the heart of downtown Fairfield, which brings together a community of musicians, actors, artists, writers, fans, and supporters who are dedicated to the simple premise that the broadest spectrum of live entertainment and cultural exchange is essential to the vitality of our society.

The Town is part of Fairfield County, population of 959,768, and is located near Interstate I-95, Route 8, and the





MetroNorth Railroad. Fairfield's economy continues to enjoy strong growth with low commercial vacancy rates and continued building permit activity.

Fairfield has been recognized by Money Magazine as one of the best places to live in the United States. Yankee Institute for Public Policy identified the Town as Connecticut's Most Business-Friendly Town, and Safewise selected Fairfield as One of America's Safest College Towns. Fundera.com named Fairfield one of the best places to start a business in Connecticut, citing the high percentage of college-educated adults, high job growth relative to peers, and low unemployment rate. Fairfield's public schools have consistently ranked among the best school districts in the State, earning an A+ rating and a #12 ranking from Niche.com. The Town has a median household income of \$165,316 and an average home value of \$1.3 million.

## GOVERNANCE & ORGANIZATION

The Town of Fairfield operates under a Representative Town Meeting form of government. There are 10 voting districts, with four representatives elected per district every two years. The administration of Town affairs is managed by the three-member Board of Selectmen. Elections are held every four years. The First Selectman is the Town's chief administrative officer and highest elected official, a position held by William A. (Bill) Gerber since November 2023.

There are more than 400 elected and appointed Town officials and board members, the vast majority of which are volunteers. A variety of elected and appointed Town boards meet regularly to make rules and decisions that govern Town departments. Boards also direct responsibilities such as beach, dump, and parking fees; placement of road signs; how land, water, and facilities can be utilized; and what programs will be enacted.

Fairfield was recently named a top "Sustainable CT" community under a statewide program recognizing Connecticut's most thriving and resilient municipalities. The Town was also recognized as Exhibiting Best Practices in Economic Development and Land Use Planning by the Connecticut Economic Development Association, and it received a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

The Town has 1,030 employees, with an annual budget of \$369.7 million and a mil rate of 27.90 per \$1,000 of assessed value.



### MAJOR EMPLOYERS

R.C. Bigelow

Pepperidge Farm

Sturm, Ruger & Co.

Fairfield University, with 5,000 students

Sacred Heart University, New England's second-largest Roman Catholic university



# ABOUT THE DEPARTMENT

The Finance Department is entrusted with the Town's financial planning and the continual review of present and future operations and capital improvement programs. The Town's financial functions report to the Chief Fiscal Officer, including Financial Planning, Budget, Treasury Management, Accounting, Internal Audit, Purchasing, Assessor, and Tax Collector. The Finance team includes 22 full-time and three part-time positions working with an annual departmental budget of approximately \$3.56 million.

## *Finance Highlights and Goals*

- **Financial Planning:** Continually review present and future operations and capital improvement programs to provide more timely and accurate information on which decisions can be made and services provided. Prepare official statements for bond and note issues.
- **Budget:** Develop an annual budget for the executive and legislative branches of government, providing them with a format that will be concise, informative, and adaptable to decision-making. Maintain budget system and perform activities in compliance with Article XII of the Town of Fairfield Charter and requirements of the Connecticut State Statutes.
- **Treasury Management:** Receive, record, deposit, and report on a timely basis all monies collected by the Town and optimize investment activity considering liquidity, safety, and return on investment.
- **Accounting:** Ensure that all items recorded in the financial records of the Town are legal, properly classified, and accurate and that all financial reports are timely, meaningful, and in conformity with Generally Accepted Accounting Principles.
- **Internal Audit:** Provide safeguards and information to Town Officers, Department Heads, Boards, Commissions, etc., to properly carry out their responsibilities for Town property and funds. Ensure adequate records of all financial transactions are maintained, audit all money received by the Town, and perform performance audits as needed.

## *Purchasing*

The mission of the Purchasing Department is to obtain the best value proposition — quality, cost, and delivery — for all products and services. The staff strives to offer excellent service to Town departments and the Fairfield Board of Education, reduce costs and administrative tasks, utilize an ever-expanding e-commerce environment, and provide customers with reliable, accurate, and timely information.

## Purchasing Highlights and Goals

- Negotiate heating and vehicle fuel prices and electricity supply and pricing for the Town and Board of Education
- Support building committee projects for Mill Hill, Holland Hill, Osborne Hill, and Roger Sherman Elementary Schools, the Special Projects Standing Building Committee, and the H. Smith Richardson Clubhouse Building Committee
- Bid and contract for the construction of additions and renovations to the above schools and Town buildings
- Bid and buy numerous facility and security improvement projects, as well as several large capital equipment purchases
- Continue coordination of bids for work common to both town and school facilities to achieve better pricing and use of resources

## *Tax Assessor*

The primary objective of property assessment is to ensure that each property owner bears an appropriate share of the property tax burden.

## *Tax Collector*

The primary responsibilities of the Fairfield Tax Office are to bill and collect taxes on approximately 81,000 accounts and bill and collect sewer use fees on roughly 16,700 accounts.

## Tax Office Highlights and Goals

- Respond to questions on tax, sewer use, and assessment bills and notices
- Provide tax balances to attorneys, banks, title searchers, and property owners
- Maintain and update addresses, ownership, and banks escrowing taxes for all accounts
- Research and re-mail returned tax bills
- Provide as many resources as possible to the taxpayers for payments and information

The Finance Department also works closely with the Town's Board of Finance, the Police & Fire Retirement Board, the Joint Retirement Investment Board, and the Water Pollution Control Agency Board of Commissioners. These boards have specific charter powers, including giving budget recommendations to the Town's Representative Town Meeting group, working through processes for collecting unpaid tax, addressing requested fund transfers, approving retirement-associated requests/recommendations, and appointing independent financial auditors.

# DEPARTMENT MISSION

Our mission is to maintain the Town's overall financial stability through sound financial planning and management. We are committed to the highest standards of accountability, accuracy, timeliness, and professionalism in providing financial services that not only meet but exceed the expectations of those we serve.

# ABOUT THE POSITION

Reporting to the Town's First Selectman, the Chief Fiscal Officer is responsible for strategic management of the Town's municipal finances and for developing, managing, administering, supervising, and directing the programs and activities of the Finance Department in the areas of accounting, financial reporting, fiscal investment policy, internal controls and procedures, operating and capital budget development and monitoring, investment management, debt management, audit, purchasing, payroll, and information technology.

In addition to handling department financial and purchasing policies and procedures, continually assessing systems to improve efficiency and effectiveness, and developing short- and long-term goals and objectives for the team, this position supports Finance staff, prepares the annual budget, coordinates audits, and manages the Town's pension plans. The new hire will also monitor state and federal regulations and industry best practices, oversee bonding processes, manage debt and treasury management for the organization, and serve as a financial advisor to the Town's elected and appointed leaders.

Driven by the Town's charter structure, this position works with additional legislative oversight, including regular discussions with the Town's district legislative body and a Board of Finance. The new CFO will also serve as a voting member of the Police and Fire Retirement Board and a member of the Retirement Investment Board, work closely with other department leaders, and collaborate as needed with the Town of Fairfield Board of Education.



# OPPORTUNITIES & CHALLENGES

Joining a team of dedicated public servants, the new Chief Fiscal Officer will face various challenges and opportunities.

As the Town grows professionally, the selected candidate will be tasked with evaluating the effectiveness and risk exposures of existing financial controls, systems, and processes. For example, the Town recently started the process to outsource payroll functions, a move expected to allow payroll staff to more effectively oversee the function with more focus on analytics and evaluation.

Fairfield will embark on several significant infrastructure and facility projects. With this in mind, the incoming CFO will need to ensure that any project management systems integrate well with the town's ERP software.

Town leadership is also eager to evaluate the organization's legacy systems, looking to enhance and modernize financial processes and systems where possible. The new hire is expected to lead initial assessments of financial controls, capital management, and purchasing/contract systems. They will also have an opportunity to evaluate and implement improvements to the treasury management function, and there is hope that the team will shift to better utilizing available data to provide valuable analytics and more extensive financial reporting.

## IDEAL CANDIDATE

The Town of Fairfield is seeking a dynamic and seasoned Chief Fiscal Officer with broad experience in public sector finance, strategic leadership skills, and a passion for public service. This pivotal role is dual-focused: the new CFO must be prepared to critically evaluate and refine existing systems and processes while driving the department's strategic initiatives.

The ideal candidate will thrive in a collaborative work environment, demonstrating a capability to work closely with both the leadership team and department colleagues to foster a culture of transparency, efficiency, and innovation. The ability to assess existing programs and drive change where appropriate is crucial. The selected candidate will lead initiatives to enhance financial operations and adapt to evolving fiscal challenges, demonstrating flexibility and resourcefulness.

The new hire will also play a critical role in engaging with various town boards and commissions and serve on various boards as needed. This will include forming productive partnerships with the Town of Fairfield Board of Education and aligning financial strategies with educational priorities to support community goals.

With an active and engaged local community, the incoming CFO must be comfortable in public settings, ready to effectively communicate and interact with citizens and stakeholders to foster trust and ensure fiscal activities bolster the town's strategic objectives. Additionally, this role is expected to support and inspire department staff, promoting a team-oriented approach to serving the community. Finally, this role demands a commitment to ongoing professional development, with the CFO staying abreast of current trends in public sector finance to enhance their personal skills and the department's capabilities.

## EDUCATION & EXPERIENCE

This position requires a bachelor's degree in finance, accounting, or a related field, with a master's degree in accounting, financial management, or a related field preferred.

Candidates should also have 10 years of progressively responsible experience in accounting or financial management, including budgeting, analysis, cost control, and accounting, as well as extensive experience in managing personnel. A strong track record in municipal finance experience is a plus, and status as a CPA is strongly desired or CPFO is preferred.

# COMPENSATION & BENEFITS

The Town of Fairfield is offering an annual salary range of \$170,000 to \$190,000 for this position, depending on experience and qualifications. The organization also provides a comprehensive benefits package, including medical, dental, and vision coverage; generous paid leave; and a retirement plan with a defined contribution and 5% employer match.

## APPLICATION PROCESS

[Please apply online](#)

For more information on this position, contact:

**Jeff Tyne, Senior Vice President**

[JeffTyne@governmentresource.com](mailto:JeffTyne@governmentresource.com)

623-628-1478



It is the policy of the Town of Fairfield to ensure equal employment opportunity for all employees and to prohibit unlawful discrimination because of race, color, religion, creed, age, marital status, national origin, gender, gender identity or expression, sexual orientation or physical and mental disability.

All applicants selected as finalists for this position will be subject to a comprehensive background check, including a credit report.

## RESOURCES

Town of Fairfield

[fairfieldct.org](http://fairfieldct.org)

Fairfield Finance Department

[fairfieldct.org/service/finance/index.php](http://fairfieldct.org/service/finance/index.php)

Fairfield Economic Development

[choosefairfieldct.com](http://choosefairfieldct.com)

Fairfield Office of Community

[experiencefairfieldct.org](http://experiencefairfieldct.org)

Fairfield Chamber of Commerce

[fairfieldctchamber.com](http://fairfieldctchamber.com)

