

# **FINANCE DIRECTOR**

## **JOB SUMMARY**

Assists the Town Administrator in the general administration of the Town. Performs highly responsible administrative, supervisory and technical work in maintaining, monitoring, directing, and auditing the town's accounting system, assists with all internal and external financial reporting requirements, maintains records, and information. Performs the day to day duties of the Town Administrator and the Administrative Assistant in their absence, and all other related work as required. This position is the primary contact for financial auditors, banking, New Hampshire Retirement, Internal Revenue Service and NH Department of Revenue and Trustee portals.

## **SUPERVISION RECEIVED**

Works independently under the supervision of the Town Administrator and exercises a considerable degree of independent judgment in the performance of duties.

## **SUPERVISION EXERCISED**

None.

## **ESSENTIAL DUTIES**

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this labor grade.)

- Manages the town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive as prescribed by the Town Policy and NH General Law.
- Monitors department expenditures and revenues and keeps department heads apprised of budget status on a monthly basis. Advises on any suggested budget transfers.
- Develops and prepares monthly and quarterly reports to track all financial activity within the town's many funds, capital projects, trust funds, and the revenues and appropriations of the town; ensures that funds are reconciled on a monthly basis.
- Develops and prepares monthly, quarterly, and year-end financial reports to include balance sheet and revenue expense statements for the audit process and for the NH Department of Revenue; prepares and submits annually to the NH Department of Revenue data and reports regarding all town financial activity for the fiscal year.
- Serves as a resource of financial information to the Board of Selectmen, Budget Committee, and town departments as required.
- In conjunction with the Town Administrator assists in the development of operating and capital budget documents and facilitates their review and approval with the Board of Selectmen and the Budget Committee. Assists all town departments in budget development.
- Serves as the town liaison with the independent auditors of the Town.
- Process weekly payroll check and direct deposit, computes tax withholdings, retirement payment and all other deductions, prepares manifest for Selectmen's approval.
- Responsible for budgeting for and purchasing insurance subject to review by the Town Administrator; keeps policies on file and adds endorsements; investigates claims. Monitors and reviews all matters regarding employee accidents, employee loss time, and property loss.
- Prepares annual cash flow projections, and throughout the year, manages payments and receipts to the extent possible to best regulate cash flow and minimize short-term borrowing.
- Prepares monthly bank reconciliations for the Treasurer.
- Upon receipt of grants signed and approved by the Board of Selectmen, responsible for the review and reporting of grant reconciliations submitted by Town departments.
- Manages purchasing functions
- Works closely with the Town Administrator assisting in the preparation of financial statements for bond anticipation notes, tax anticipation notes, long term notes or bond issues, and any other short-term borrowing. Acts as the primary contact for bond counsel.
- Maintains confidentiality regarding records of the Town and personnel matters.
- Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the NH RSA's.
- Thorough knowledge of computer applications for accounting and financial management.
- Ability to analyze and interpret financial data and to present findings clearly in written or verbal form.
- Ability to establish and maintain cooperative relationships with town officials and governmental representatives.
- Excellent skill in working with numbers and detail
- Excellent analytical and communication skills.
- Excellent financial computer skills including thorough knowledge of the MS Office Suite, specifically spread sheet applications in a business environment.
- Ability to stay current with municipal and federal laws and procedures, continuing education classes are required.
- Ability to read, write and speak English.

### **TOOLS AND EQUIPMENT USED**

Computers, software, calculator, copier, fax machine, phone and other general office equipment.

### **WORK ENVIRONMENT**

The work environment 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.

Work is primarily performed in office setting. Some travel to offsite locations may be required.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Accounting or Business Administration with at least five (5) years of accounting responsibilities in a municipal government organization or the equivalent work experience.

### **PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

May be required to lift or move up to 20 pounds. Ability to climb stairs, sit for extended periods, operate computers and office equipment. Ability to work calmly and professionally under stress from demanding deadlines, changing priorities and distressed citizens. The employee is required to use hands to fingers, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to talk, listen and hear.