



JOB DESCRIPTION

Job Title: Finance Director **Reports to:** Town Clerk/Town Manager

Prepared by: Julie L. Powers **Approved by:** Town Manager

Date Approved: October 11, 2007 **Last Revision Date:** October 10, 2007

SUMMARY

The Finance Director serves as the head of the Finance Department. This position performs a variety of routine and complex professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the Town. Takes direction primarily from and reports initially to the Town Clerk and Town Manager. It requires the ability to sit at a workstation for extended periods, to serve the public, climb stairs, and carry up to 25 lbs.

PRIMARY RESPONSIBILITIES

1. Maintains all financial records and reports.
2. Provides professional advice to supervisor.
3. Establishes department goals and priorities, and directs activities of Department employees toward their achievement.
4. Plans for the efficient and effective delivery of Department services.
5. Assigns personnel and equipment to such duties and uses as Department operations require.
6. Advises subordinates on difficult work problems, the development and implementations of new procedures and policies, and methods to improve the delivery of Department services.
7. Oversees payroll, accounts payable, and accounts receivable processing.
8. Manages the centralized computerized financial information system of the Town.
9. Oversees the posting and reconciliation of ledgers and accounts.
10. Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
11. Develops financial studies and plans.
12. Forecasts, estimates, and monitors the financial condition of the Town to assure the fiscal well being of the Town.
13. Prepares annual department budget requests for submission to the Town Manager.
14. Directs the preparation of state and federal financial reports.
15. Assists in the development of annual operating and capital budget for the Town.
16. Maintains accounting and budgetary procedures.

17. Attends and makes formal presentations before the Town Manager, Mayor, Council, and special committees.
18. Prepares monthly and annual reports of financial activities.
19. Interprets town financial policies and practices for departmental managers and other employees.
20. Supervises the expenditure of Department appropriations within budgetary limitations.
21. Prepares reports of Department projects and programs.
22. Communicates with other Department Heads on current expenditure habits. This includes holding a monthly meeting discussing unfavorable variances.
23. Provides for the training of all department employees in the accounting software, policies, and procedures.
24. Attends Town Council meetings, staff meetings, and other conferences as directed by the Town Manager.
25. Attends professional society meetings and seminars, participates in panel discussions, and speaks in areas of expertise.
26. Keeps informed of current developments in the field of municipal finance, particularly new legislation, recent court decisions, administrative decisions, professional trends, and technological advances which might affect Department operations.
27. Adheres to all town policies, procedures, and ordinances and Town Charter.
28. Other related duties as assigned by Town Clerk or Town Manager.

ADDITIONAL RESPONSIBILITIES

1. Files and maintains records.
2. Provides assistance to department supervisors as needed and works closely with other staff to ensure adequate administrative coverage is maintained at all times.
3. May perform portions of the work of higher classified positions occasionally, as assigned.
4. May perform duties of similar complexity in any town department as required or assigned.

EDUCATION/QUALIFICATIONS

Position requires a Bachelor's of Science Degree in Accounting or Finance with two (2) years of experience or a Master's Degree in Accounting, Finance, or Business Administration. Possession of a C. P. A. is desirable. Possess any combination of experience and training which provides an equivalent to the minimum desirable employment standards. Experience in the establishment and administration of municipal utility rates is desired.

KNOWLEDGE AND SKILLS

Must quickly acquire considerable knowledge of the town's functions, procedures, purpose, and applicable ordinances and have some experience with word processing, spreadsheet programs, and data entry. Position requires knowledge of billings and collections; comprehensive and broad knowledge of modern principles and practices of the field of municipal finance; ability to develop, implement, and maintain complex programs to deliver Department services; extensive knowledge of information systems to support the accounting software and business operations; ability to maintain discipline and respect of employees to lead and command employees effectively and instruct employees in proper work methods and techniques; ability to plan, assign, and coordinate activities performed by the Department; physical skills necessary to perform the duties of the position; ability to maintain effective working relationships with other employees, elected officials, and with the public; ability to advise Town employees on their department's financial issues; effective communication and organization skills; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; and knowledge of computer programs including word processing and spreadsheets. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

Employee Signature

Date

***NOTE:** By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*