

## **JOB SUMMARY**

### **DIRECTOR OF FINANCE & HUMAN RESOURCES**

Responsible for performing daily financial and accounting work for the Town, including administering the Town's operating budget, payroll, bookkeeping and a variety of personnel related functions.

#### **SUPERVISION RECEIVED**

Works under the general supervision of the Town Administrator, who is consulted concerning overall fiscal administrative policy decisions, budget preparations and unusual problems. Duties are performed independently using generally accepted accounting practices and principles, town policies, State and Federal regulations and Town ordinances. Performs regular duties on own initiative, exercising a high degree of judgement. Work is reviewed through meetings, reports, annual audits, and administrative procedures.

#### **SUPERVISION EXERCISED**

In the absence of the Town Administrator, exercises supervisory oversight in the Town offices and serves as liaison with department heads, boards, commissions, committees, and outside contractors. Authority derives from the Town Administrator and is limited to the level conferred by him/her.

#### **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties found in this position.)

Maintains all financial records and reports including the creation and administration of the Town budget. Analyzes and monitors actual expenditures against appropriations approved by the legislative body. And notifies the town Administrator about possible budget overruns or revenue shortfalls, trends, and Department actions. Recommends cost savings or new programs to benefit the Town's financial status.

Posts all cash receipts and deposits; maintains general ledger and accounting records; reconciles general ledger to Tax Collector, Town Clerk and Town Treasurer's records. Prepares financial reports for department and management use as well as the New Hampshire Department of Revenue Administration. Assists the external auditors with the annual financial audit and preparation of annual financial statements. Maintains records and files appropriate reports with State and Federal agencies for grants received by the Town.

Keeps informed of current developments in the field of municipal finance, human resource management and technology needs through professional organizations and new legislation. Also monitors new Internal Revenue Statements pertaining to employment, assuring that the Town is in compliance. Recommends and implements accounting and financial policies.

Processes accounts payable, including manifests and vendor files, certificate of insurance, W9 forms, asset management and surplus property disposition in accordance with federal, state and Town policies. Including the onboarding and off

boarding of employees. Provides monthly detailed reports to department heads and Select Board for review. Reconciles financial records to the monthly bank statements.

Administers the Town's health, life, dental and disability insurances; research employee benefit options and submits recommendations to the Town Administrator. Maintains Town insurance policy for buildings, vehicles, equipment, and general liability; including additions, deletions and evaluation of rates with the approval of the Select Board.

Performs orientation of new employees, including explanation of benefits. Compiles employee manuals, new hire forms, employment applications in order to meet applicable state and federal employment rules and regulations. Enrolls new and existing employees in direct deposit and other available programs.

Furnishes personnel services to Town departments. Maintains confidential personnel records, report of injury log, medical records and employee certification and training files.

Prepares payroll for Town employees and officials; computes, prepares and remits withholding tax, retirement payments, social security and Medicare payments as well as other deductions. Tracks payroll totals and employee sick and vacation benefits.

Maintains all associated manifests, payroll records and reconciliation reports.

Prepares all State and Federal payroll reporting including quarterly 941 and unemployment forms, as well as annual W2 and 1099 forms.

Performs other related duties as required.

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

Extensive knowledge of the principles and techniques of municipal accounting and finance. Thorough knowledge of State, Federal and Town policies, procedures and general principles of personnel and payroll administration. Thorough knowledge of the general principles of public fiscal administration including budgeting, purchasing, fiscal planning and reporting systems. Ability to prepare and analyze complex financial reports; ability to maintain efficient and effective financial systems and procedures; ability to make mathematical calculations rapidly and accurately; ability to communicate verbally and in writing in a timely manner; ability to establish and maintain effective working relationships with other departments, employees, and Town officials. Experience with general office equipment and computers and computer programs including accounting software, Excel, and Word.

## **MINIMUM QUALIFICATIONS REQUIRED**

A bachelor's degree with specialization in accounting, finance, or related field plus five years progressively responsible experience in municipal accounting, including at least one year in a supervisory capacity; or any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

## **SENSORY REQUIREMENTS**

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger,

handle and feel objects or controls, reach with hands and arms, bend and lift and/or move 25 pounds or less.