

**Position Overview**

This is a part-time (30+/- hours per week) hourly position that reports directly to the Town Administrator and assists in the preparation of financial reports and the annual budget. Moreover, this position is a key to the overall financial management reporting of the town, including compliance with generally accepted accounting principles and public financial auditing processes and procedures. This position is supervised by the Town Administrator.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of financial related work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Responsible for accounting functions related to general ledger, accounts receivable, accounts payable, payroll, pre-audit documents and related work papers for the annual audit.
- Maintains accounting records in accordance with applicable laws, regulations, and generally accepted accounting principles (GAAP) and (GASB).
- Supports a strong internal control environment consistent with aforementioned financial principles and standards.
- Work with the Town Treasurer, Tax Collector and Town Clerk to reconcile all accounts on a consistent basis.
- Assists the Town Administrator in preparing financial documents, exhibits, statistical summaries, expenditure and revenue trend analyses, and pertinent materials for the inclusion in the Town’s annual financial report.
- Produces regular monthly financial reports and other reports needed by the Town.
- Maintains confidentiality of all records of the Town and Personnel matters.
- Works with the Town Administrator on grant applications for the town.
- Assists with processing Primex Insurance documents and supports the overall Employee Benefits Program to include the New Hampshire retirement reporting. Serves as back-up to the Town Administrator.
- Coordinates the creation of annual 1099 income forms.
- Assists the Board of Selectmen and Town Administrator to create a town document management and imaging system.
- Assists in carrying out directives initiated by the Board of Selectmen in accordance with all laws and Town rules, regulations, ordinances, policies and procedures.
- Performs all other related work as required.

**Recommended Minimum Qualifications:**

**Education, Training, and Experience:**

Required qualifications include an Associate’s Degree specializing in accounting, finance, or related field; two years’ experience in bookkeeping and payroll; previous municipal experience OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**These are the key areas of expertise:**

- Knowledge of principles and sound practices of municipal finance administration, including budget preparation and public auditing processes.
- Understanding of the modern financial system design and analysis.
- Ability to apply thorough administrative and fiscal practices.
- A comprehensive understanding of current public budgeting methods, financial administration, accounting practices and public personnel management practices.
- Exceptional technology skills coupled with practical application experience.
- Strong organizational and general office skills, with attention to detail.
- Ability to work independently but in coordination with other key town personnel.
- Knowledge of AccuFund and ADP Payroll office computer systems, Microsoft Office, Video Conferencing, Google Workspace, and information systems applications.
- Strong communication skills, both written and verbal.
- Strong customer service skills for interaction with Town Departments and the public.
- Knowledge of local government in New Hampshire and an understanding of the functions of the State Department of Revenue Administration.
- Outstanding ethics and integrity in public service.

**Knowledge, Ability, and Skill:**

**Knowledge:** A solid understanding of local governmental principles regarding effective town administration, municipal management, town budgeting, personnel administration, and New Hampshire State statutes. A working knowledge of municipal technology and demonstrated results from practical applications in a municipal and/or a business management setting. Command of town office administrative procedures complimented by the ability to effectively plan, organize, and research complex municipal problems and deliver results in a fast-paced setting.

**Ability:** Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate financial recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials, and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to exercise judgment and discretion in applying and interpreting the financial policies of the Board of Selectmen. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.

**Skill:** Proficient public administration and technology skills. Demonstrated skills in working cooperatively with other financial agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Effective administrative, organizational and communication skills. Proficient in utilizing contemporary office applications for word processing, database, spreadsheet, presentation, and internet use.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate common office equipment or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

**Supervision:**

*Supervision Scope:* Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment in providing financial advice to the Board of Selectmen, Town Administrator and town officials, departments, boards, and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town.

*Supervision Received:* Conducts work under the policy direction of the Board of Selectmen and the Town Administrator with an emphasis on results oriented municipal financial administration.

*Supervision Given:* Coordinates financial reporting activities (revenues and expenditures) for all Town Departments.

**Job Environment:**

- Most work is performed in office conditions; regular schedule requires attendance at some evening meetings; additional time is required to prepare for meetings and other events.
- Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants, and vendors.
- The employee has access to all town-wide confidential information, including bid proposals, personnel records, agreements, and legal proceedings.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*