

FINANCE ADMINISTRATOR

JOB SUMMARY

Performs highly responsible administrative, supervisory and technical work in maintaining, monitoring, and directing the town's accounting systems; administers all internal and external financial reporting requirements; coordinates all finance related functions of the Town. Responsible for human resource files, records and information; manages employee benefits and insurances; assists the Town Administrator in the financial administration of the Town, and all other related work as required.

SUPERVISION RECEIVED

Works under the administrative direction of the Town Administrator and the general policy direction of the Board of Selectmen in accordance with NH RSAs, DRA regulations, Generally Accepted Accounting Principles, and GASB guidelines; duties are performed independently requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards, and within established policies and procedures; assumes direct accountability for departmental results. The work consists of employing many different concepts, theories, principles, techniques and practices relating to the field of government accounting and administration.

EMPLOYMENT STATUS

Full-time (40 hours per week). This is a full-time position.

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 and oral 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.
- In order to stay current with municipal laws and procedures, continuing education classes are required.

DUTIES AND RESPONSIBILITIES

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

- Develops and implements 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 Town policy and New Hampshire General Laws.
- Develops and prepares monthly and quarterly reports to track all financial activity within the town's many funds, to include special revenue funds, revolving funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.
- Develops and prepares monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle registration, and all other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable agents.
- 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 State 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.
- Maintains original town service contracts and certificates of insurance; employment contracts, grants with the State and Federal government as well as private entities doing business with the town.
- 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. Assists all town departments in budget development, and financial and alternatives analysis in proposing and shaping optimal service delivery quality and efficiency.
- In conjunction with the Town Administrator, oversees the Information Technology contracts and resources, including software and programs related to facilitating online payments as well as streamlining and improving inter-departmental coordination of shared software systems.
- Serves as liaison between the Town's Trustees of Trust Funds and Town administration, including all departments and Commissions as appropriate.
- Coordinates contractor/developer security arrangements with Planning and other departments as necessary.
- Management of town procurements, in regard to long and short term debt; applying for and maintaining bonding and notes in accordance with the provisions of the Municipal Finance Act (N.H. RSA Chapter 33 as amended).
- In conjunction with the Town Administrator, serves as the town liaison with the independent auditors of the Town.
- Responsible for payroll checks and direct deposit forms, computes and prepares

withholding tax, retirement payments, and social security payments; prepares manifests for Selectmen's approval.

- Acts as Insurance Coordinator for liability and workers' compensation insurance; 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.
- Responsible for the management of computer software as it relates to accounting and data processing functions.
- Maintains Town's equipment, vehicle and building inventory for insurance and auditing purposes. Maintains vehicle titles.
- Responsible for all aspects of the town's personnel administration, leave accruals and medical records for each employee.
- Maintains and develops necessary internal processes and controls related to purchasing and in conjunction with the Town Administrator authorizes purchase order requests. Serves as custodian of all official bids and contracts.
- Attends public meetings and Board of Selectmen meetings as needed.
- Trains staff to prepare payroll and other bookkeeping functions. Ensures redundancy in accounting operations.

PHYSICAL REQUIREMENTS

Minimal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and to reach with hands and arms. The employee is frequently required to sit, talk, listen and hear. Occasionally may be required to lift objects up to 30 pounds. Normal vision is required.

SUPERVISION EXERCISED

Works as a liaison between department heads, the Town Administrator and the Board of Selectmen, facilitating communications between the Board of Selectmen and provides necessary administrative resources and guidance to Department heads and staff.

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. Attendance at night meetings is required as needed. Some travel to offsite locations may be required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in accounting or business administration or related field; three to five years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.

Approved at Selectmen's Meeting: _____