

FINANCE DIRECTOR

JOB SUMMARY

Performs highly responsible administrative and supervisory work in the planning, organizing and administration of the financial activities of the Town.

SUPERVISION RECEIVED

Works under the general administrative direction of the Town Administrator; performs duties and makes decisions independently; receives guidelines from State and Federal regulations and Town ordinances; consults with Town Administrator concerning overall fiscal administrative policy decisions, budget preparations, debt management and when unusual circumstances arise that are financial in nature. Work is reviewed through periodic audits, conferences, reports and program results.

SUPERVISION EXERCISED

Provides general supervision to technical and clerical personnel in the Finance Office. Assigns work and provide training. Selects, evaluates and disciplines employees.

EXAMPLES OF DUTIES

Provides administrative direction and coordination for the financial activities of the Town, including day to day financial administration, accounting, treasury management, debt management, purchasing policies and coordination, data processing, budget preparation, analysis and management and internal audits and controls.

Develops and monitors financial policies and procedures.

Develops and monitors purchasing policies and procedures.

Monitors and provides timely reports to the Town Administrator regarding the financial condition of the Town.

Serves as a member of the budget preparation team and is staff to the Municipal Budget Act Committee.

Serves as a key staff resource in the development and management of the Capital Improvement Program.

Responsible for the preparation of periodic comprehensive financial reports and the annual audit.

Coordinates the development and sale of bond issues and other debt instruments. (Allowable under the RSA re Treasurer)

Serves as a key staff member to the Sewer Utility Committee. Participates in the development of the administrative components of the Sewer Utility, such as User Fees, Rate Structure, Ordinances and the system of accounting for billing and collecting.

Supervises various functions of the Water Utility, including customer service, the system of accounting for billing and collecting, as well as administrative components of the Water Utility, such as rate structure, financing capital improvements and inter-agency billings.

Develops and monitors the computerization of the Town's financial. data systems.

Develops and monitors the Fixed Assets of the Town.

Promotes positive relations with the public, Town officials, financial institutions and newsgathering organizations.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Extensive knowledge of the principles and techniques of financial management and budgetary control; extensive knowledge of municipal and State laws, rules and regulations that apply to Town finances; thorough knowledge of the general principles of public fiscal administration, including budgeting, purchasing, use management and reporting. Ability to apply financial theory and principles to resolve problems; ability to gather, assemble and analyze facts, draw conclusions and devise techniques suitable for management, including self-funded insurance; ability to apply accounting principles.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a four-year college with specialization in Accounting, Finance or related field and progressively responsible experience in municipal accounting work with at least five years at the division or department head level or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.