

## **FINANCE DIRECTOR/TOWN TREASURER**

### **DEFINITION**

Coordinates the financial activities and operations of the Town, coordinates assigned activities with other Town departments and outside agencies, and provides staff assistance to the Town Administrator and Town Council; serves as Town Treasurer.

### **DISTINGUISHING CHARACTERISTICS**

The Finance Director has responsibility for managing the Town's financial operations, and the Town's information technology systems including computer networks and telecommunications. The incumbent is responsible for accomplishing the Town's financial management goals and objectives and for ensuring that these goals and objectives are completed in an effective, cost efficient manner.

### **SUPERVISION RECEIVED/EXERCISED**

Policy direction is provided by the Town Council and administrative direction is provided by the Town Administrator. Supervisory responsibilities entail direct supervision of technical and clerical staff.

### **ESSENTIAL DUTIES**

Manages all finance services and activities including all financial record keeping and reporting, accounting, payroll, budgeting, accounts payable and purchasing; develops and implements the Town's financial plan including goals, objectives, policies, and priorities; manages utility collection and billing system, implementing policies and procedures for collection, charges, and penalties; serves as Town Treasurer and manages the Town's investment program and recommends related policies and procedures; performs revenue and fee analysis; manages the Town's Business License program; oversees and manages the Town's risk management program; prepares and administers the Town budget and capital improvement program; maintains the Town's general ledger; prepares periodic financial statements, reports, and analysis; ensures the accuracy of the Town's financial records; manages the annual audit of Town records and oversees the preparation of comprehensive annual financial report; performs revenue audits as required; collects data and prepares reports including the State Controllers Report, Street Report, Transit Report, tax returns and related filings; manages the Town's computer system and researches, recommends and installs software, coordinates user training and troubleshoots problems; oversees and manages payroll and employee benefit programs, establishes, within Town policy, appropriate service and staffing levels; plans, directs and coordinates the Finance division work plan; trains, directs, and evaluates accounting and other personnel performing a variety of fiscal functions; assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement in the Finance function and implements changes; explains, justifies and supports financial programs, policies and activities; negotiates and resolves sensitive and

controversial issues; provides staff assistance to the Town Administrator; prepares and presents staff reports and other necessary correspondence; provides staff support to assigned boards and commissions; responds to and resolves difficult and sensitive citizen inquires and complaints; represents the Town to other Town departments, elected officials and outside agencies; coordinates finance activities with other departments and outside agencies; attends and participates in professional group meetings; keeps informed of new trends and innovations in the field of public financial management; performs related duties and responsibilities as required.

## **OTHER DUTIES**

Assists the Town Administrator in a variety of special projects including transportation, emergency management, and public relations. May serve as the interim Administrator in the Town Administrator's absence.

## **QUALIFICATIONS**

### **Experience/Education**

Sufficient experience and education in municipal finance or public accounting to coordinate the Town financial operations in an effective and cost efficient manner. A typical way of obtaining the required qualifications is to possess the equivalent to five years of increasing responsible, professional public accounting and municipal finance experience, including two years of administrative and supervisory responsibility and possess the equivalent of a Bachelor's degree from an accredited educational institution with major course work in finance, accounting, economics or a related field.

### **Knowledge/Ability**

Thorough knowledge of the operations, services and activities of a comprehensive financial management program including current principles and practices of accounting, auditing, capital financing, and business law; principles of program development and administration; principles and practices of municipal budget preparation and administration; principles of supervision, training and performance evaluation; and pertinent Federal, State and local laws, codes and regulations. Ability to plan, organize, direct and implement a comprehensive financial management program; manage a variety of administrative, technical and special projects; analyze programs, policies and operational needs; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; select, supervise, train and evaluate staff and delegate authority and responsibility; operate and administer the Town's information technology systems including computer networks and telecommunications; implement and manage automated financial information systems and spreadsheet applications; perform complex accounting and financial analysis; identify and respond to community and Town Council issues, concerns and needs; prepare and present clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply Federal, State and local policies, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**Working Conditions**

Position requires sitting, standing, walking, reaching, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in reading and writing reports and in using a computer keyboard. Additionally the position requires near, far, and color vision in reading reports and using the computer and calculator, and acute hearing is required when interacting with the public and Town employees. The need to lift, carry and push tables, chairs and boxes weighing up to 25 pounds is also required. The incumbent also must be available to attend meetings in various other Towns and cities, work irregular or extended hours to attend various committee meetings and work with constant interruptions, and at times, with demanding, angry and violent clients when discussing Town finances.