

## **Job Description-Finance Director**

**Nature of work:** This is responsible administrative, supervisory, and fiscal work in the handling of municipal funds.

Employee of this class is responsible for the custody, collection, disbursement and investment of Town funds. Work involves cash management, supervision of the collection of funds; assisting with the investment of funds and supervising the work of the Finance Department. Work also involves assisting the Town Manager in the preparation of the budget and overseeing the various municipal accounts. Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting procedures. Work is reviewed through observation, verification, internal audit and through an annual fiscal audit.

**Essential Duties and Responsibilities:** Supervises and is responsible for disbursement of all monies; maintains fiscal control over all expenditures to ensure budget appropriations are not exceeded.

Assists in the budget preparation process, including the analysis of past and present financial operations, trends and costs, and estimates future revenues and expenditures. Coordinates budget process with department heads.

Maintains daily contact with investment services regarding investment and/or transfer of Town funds. Maintains related records of investment activity including interest earned.

Monitors Town funds; contacts local banks for interest rates or bids, determines amount to be invested in certificates of deposit, repurchase agreements, and tracks interest earned; issues bonds and tax anticipation notes.

Oversees the balancing of bank statements for payroll and general funds.

Supervises and evaluates Finance Department staff.

Coordinates the annual audit.

Oversees collections of all revenues.

Prepares monthly and annual financial reports and additional information regarding the financial status of the Town as may be required by the Town Manager, Town Council, or auditors.

Maintains the Town Computer system and assists other staff in its usage and development of computer applications.

Ensures the monthly general ledger balances and all accounts are accurate.

Conducts assigned research, procedural and administrative studies including financial analysis; prepares reports and recommends solutions.

Supervises and participates in the tax lien process.

Performs related work as required.

**Requirements of Work:** Thorough knowledge of the principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of municipal cash management.

Considerable knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.

Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.

Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.

Ability to exercise judgment and initiative in analyzing and evaluating the state of Town funds and making appropriate investments.

Ability to plan, organize, supervise and review the work of subordinates.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

**Training and Experience Required:** Considerable experience including administrative responsibility in work involving the receipt, deposit, and disbursement of large amounts of money and involving a number of accounts. Graduation from a college or university with a four-year degree in public administration, business administration or financial management, or equivalent combination of experience and training.