

TOWN OF CUMBERLAND
FINANCE DIRECTOR
Job Description

Nature of Work

This is responsible and complex accounting and administrative work in the maintenance and operation of the Town's finances. The Director is responsible for the organization, financial management, general administration and efficient operation of the Department.

The position requires the performance of varied accounting assignments involving the application of bookkeeping skills for the complete set of municipal books and accounts. Work involves maintaining computerized and paper records of all municipal accounts and the oversight of all accounting functions. Work also involves the preparation of bonds and tax anticipation notes and the investment of public funds. The position also works closely with the Town Manager in the preparation of the annual budget and the HR Director in administration of the benefits program.

Work is performed with considerable independence under the general supervision of the Town Manager. Work is reviewed through discussion, reports and results achieved.

Illustrative Examples of Work

Oversees the full accounting operations of the Town including the various enterprise funds for Cumberland Meadows Senior Housing, Cumberland Housing Authority, Val Halla Golf and Recreation Center and the sewer fund.

Responsible for the disbursement of all monies, monitoring revenues and expenditures, and issuing checks.

Supervises the preparation of the bi-weekly payroll for all departments including all recordkeeping for deductions.

Maintains general and subsidiary records of Town accounts according to established procedures.

Prepares a variety of reports on the Town's financial position. Oversees and coordinates Town's annual external financial audit, working with outside audit firm, prepares all accounts and financial statements for audit.

Assists the Town Manager in the preparation of the annual municipal budget.

Analyzes the Town's cash flow needs, and either invests surplus funds or prepares a tax anticipation note.

Maintains accurate and detailed records of all town bank accounts, including reconciliation of all statements.

Oversees the operation of the Town's mainframe computer system. Works closely with vendor to make necessary improvements or modifications to programs.

Conducts assigned research, procedural and administrative studies, including financial analysis; prepares reports and makes recommendations.

Communicates with vendors to answer questions and request necessary information for processing payment.

Prepares annual OSHA 200 log; files various tax reports: sales, federal, FICA, state; files Department of Labor reports.

Tracks various trust funds and invests accordingly.

Sets up lease agreements for equipment as needed.

Supervises the work of a part time accounts payable/payroll clerk and shares in the supervision of the Administration Department Secretary.

Performs all risk management functions for the Town including coordination with insurance carriers, overseeing claims handling and administration and premium payments.

Oversees performance of daily cash out and brings daily deposit to the bank.

Maintains records of all fixed assets.

Prepares Comprehensive Annual Financial Report (CAFR).

Attends meetings of Town Council, Boards and Committees, and other groups as required or appropriate.

Continuously improves his or her own professional and administrative skills by study, membership in professional organizations, participation in seminars and conferences, and contacts with officials of other similar agencies and other knowledgeable professionals.

Performs related duties as required.

Requirements of Work/Essential Functions

- Thorough knowledge of and the ability to apply the principles and practices of short and long term planning, organizing, staffing, directing, coordinating and delegating, reporting and budgeting and financial administration in the operation of a municipal department.
- Thorough knowledge of the accepted practices and principles of municipal accounting.
- Thorough knowledge of the principles and practices of municipal cash management.
- Thorough knowledge of principles and practices of fund accounting.
- Considerable knowledge of the laws and regulation relating to municipal accounting, finance and cash management. Experience in budget preparation and administration.

- Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
- Willingness to show initiative and discretion in the performance of duties.
- Experience in budget preparation and administration.
- Ability to provide leadership, to deal courteously and effectively with others, and to establish and maintain effective relationships with supervisor, department heads, staff, and the public.
- Ability to speak, read, and write English at the 12th grade level.
- Working knowledge of Microsoft Word, Excel and Windows 95 operating system.
- Ability to express oneself in such a way that one is readily and clearly understood, both verbally and in writing.
- Ability to hear within three feet and on the telephone.
- Ability to lift, push and pull objects weighing up to 25 lbs.
- Ability to operate a calculator, adding machine and personal computer for extended periods of time, with sufficient breaks.
- Ability to sit for long periods of time.
- Ability to deal with frequent interruptions due to phone calls and visitors.
- Ability to arrange or deal with tasks in order of importance.
- Ability to work independently.
- Ability to supervise and direct others.
- Ability to maintain composure in difficult and emotionally challenging situations.
- Ability to speak before both small committees and large groups, answering questions and explaining procedures and policies.
- Ability to personally perform the work of subordinates if necessary to supplement staff deficiencies.

Desirable Training and Experience

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 strongly preferred; CPA, MBA or MPA preferred; or any equivalent combination of experience and training.

FLSA Exempt

**Town of Falmouth, Maine
Position Description**

Position Title: **Finance Director**

Department: Finance

Reports To: Town Manager

Date: July 2014

GENERAL SUMMARY:

Under the general direction of the Town Manager, oversees a \$25 million average cash portfolio and is responsible for the custody, collection, disbursement and investment of the Town funds. Directs all financial functions of the Town, including accounting, audit, cash management, budget, purchasing, bonds/debt management, insurance administration, payroll, accounts payable and tax billing. Manages the entire department and has direct responsibility for its organization, general administration, and efficient operation. Exercises considerable independent, professional judgment and initiative in implementing and administering policies and directing work in accordance with applicable laws and regulations.

ESSENTIAL JOB FUNCTIONS:

- ◆ Prepares monthly and annual reports regarding the financial status of the Town, including year-to-date budget targets, as may be required by the Town Manger, Town Council, or auditors.
- ◆ Prepares the municipal budget, in cooperation with the Town Manager, Accountant/Analyst, and department heads, and performs expenditure and revenue control to ensure proper budget administration.
- ◆ Coordinates the Town's annual external financial audit, working with an outside firm; prepares all accounts and financial statements for audit.
- ◆ Oversees Town purchasing and procurement functions, maintaining fiscal control over all expenditures to ensure compliance with budget.
- ◆ Oversees Town borrowing/debt administration, including bonds, tax anticipation notes, etc.
- ◆ Monitors investment of Town funds; researches investment opportunities, makes decisions based on length, type, and yield, and tracks interest earned.
- ◆ Responsible for the establishment and oversight of the Town's risk management program. Administers Town's insurance policies.
- ◆ Attends Town Council and other meetings as directed to provide financial updates.
- ◆ Performs and/or directs and supervises the administrative work of the department including short and long-range planning, preparation and administration of department budget, maintenance of records, and requisitioning of materials.
- ◆ Directs, coordinates, and evaluates the work of department personnel to ensure quality work product and compliance with applicable regulations.
- ◆ Conducts assigned research, procedural and administrative studies; prepares reports and makes recommendations based on findings.
- ◆ Conducts special projects as directed by Town Manager.
- ◆ Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Bachelor's degree required, Master's degree preferred and/or duties require knowledge equivalent to a Master's degree in Public or Business Administration, Finance, or Accounting, with at least eight years of progressively responsible related experience, including experience managing the receipt, deposit, and disbursement of large amounts of funds involving a number of accounts. CPA/CMA certification desired.

- ◆ Thorough knowledge of, and the ability to apply, the principles and practices of short- and long-term planning, organizing, staffing, directing, coordinating and delegating, reporting and budgeting, and financial administration in the operation of a municipal department.
- ◆ Thorough knowledge of the principles and practices of municipal accounting and of municipal cash management.
- ◆ Considerable knowledge of the laws and regulations related to municipal accounting, budgeting, finance and cash management. Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
- ◆ Leadership, supervision, judgment and decision-making abilities.
- ◆ Remain current with GASB and other accounting standards.
- ◆ Ability to communicate effectively and courteously with various groups and individuals, including the public, and to maintain effective work relationships.

SUPERVISORY RESPONSIBILITY:

- ◆ Directly supervises the activities and performance of the Accountant and Bookkeeper. Carries out supervisory responsibilities in accordance with the Town of Falmouth's policies and applicable laws.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- ◆ Has extensive face-to-face, telephone and written contact with citizens, consultants, vendors, and other employees.
- ◆ Normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- ◆ Use of computer, keyboards and other office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.
- ◆ May be required to lift up to 30 pounds.

Town of Yarmouth-Job Description

Finance Director

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Town.

SUPERVISION RECEIVED

Works under the general direction of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over finance staff including the Bookkeeper, AP Bookkeeper/Payroll Clerk/Motor Vehicle Agent/Counter Clerk; and Counter Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Establishes and maintains internal control procedures and assures that state and national standard accounting procedures GASB, as well as IRS regulations are maintained.

Prepares a variety of studies, reports and related information for decision-making purposes.

Maintains financial records including general ledger.

Assists in budget preparation and execution.

Oversees the posting and reconciliation of ledgers and accounts.

Supervises the preparation of state and federal reports, including tax reports.

Track capital reserve expenditures and appropriations, and assists in the preparation, issuance and management of debt instruments.

Track capital projects- budget and spending.

Track Grant budget, spending and reimbursements.

Maintain Designated Accounts.

Prepare for and oversee annual financial statement audit.

Maintain trust accounting records and prepare annual Trust fund report.

Balances general fund bank statements.

Tracks fixed assets in accordance with GASB 34.

Responsible for the establishment and oversight of the Town's risk management program, review insurance policies to assure that town is adequately insured, oversee the handling of all claims, premium payments and provide coordination with Town's insurance carriers.

Attends meeting of Town Council, Boards and Committees and other groups as required or appropriate.

Trains and develops financial staff.

Oversees payroll and accounts payable processing.

Approves A/P and payroll.

Maintains personnel records and files, including pensions, health insurance, workers' compensation and benefits accruals.

Maintain Workers Comp 300 Logs

Assist Town Manager with Human Resource Functions as needed.

Manages cash investments for the Town.

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among finance department employees and resolves grievances.

Performs or assists subordinates in performing duties; adjusts errors and complaints.

Oversees reporting of Medicare, FICA, federal and State withholding and accompanying deposits.

Employee is expected to pursue continuing education in laws and regulations concerning the areas of his/her responsibilities.

Oversee the Town computer system and assist other staff in its use and development of various computer and technology applications.

Oversees procurement of computer equipment

Research and implement ways to use technology to create more efficient and effective systems.

Assists in the maintenance of the Town website,

Maintain records of computer software and hardware.

Performs other work as required.

PERIPHERAL DUTIES

Perform general management duties for the Town Manager as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and ten (10) years of progressively responsible finance work.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of:
 - a. modern governmental accounting theory, principles, and practices;
 - b. internal control procedures and management information systems;
 - c. office automation and computerized financial applications;
 - d. public finance and fiscal planning;
 - e. payroll and accounts payable functions;
 - f. budgetary, accounting and reporting systems and GASB; IRS regulations; FLSA laws.
- (B) Skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze complex financial reports;
- (D) Ability to maintain efficient and effective financial systems and procedures;
- (E) Ability to effectively supervise staff;
- (F) Ability to establish and maintain effective working relationships with employees, city officials;
- (G) Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

Must be bondable. *CPA or MBA preferred.*

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

The duties listed above are intended only as illustrations of the various types of 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.

The 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.

Effective Date: November 10, 2004

Updated April 15, 2011