

Finance Director / Controller

Responsible for the management, direction, development and accountability for all functions under the Finance Department including long-range planning, establishing and directing the Town's financial related programs, assuring compliance with federal and state regulatory agencies, as well as the Town's internal management policies and capital and operating budgets. Responsible for debt planning and management, investment of surplus funds, and other administrative and management duties. Acts in the capacity of Town Deputy Tax Collector.

Essential Job Functions:

- Supervises the Finance staff, tax office personnel, and provides direction for Finance Department operations, projects and goals.
- Directs preparation of required reports as mandated by Federal, State and County agencies
- Responsible for cash management and investment of Town funds
- Supervises the preparation of the annual budget; assists with the presentation to committees, boards and the Town Council
- Responsible for ensuring accuracy and compliance in all payroll functions including reporting and withholding requirements
- Monitors the internal control and accounting systems and recommends changes to the Town Manager to ensure the accuracy and security of all accounting records and funds
- Makes recommendations for financial policy changes
- Serves as the deputy tax collector and is responsible for all efforts and processes to ensure tax payments are properly accounted for and meets all requirements for property tax collection for the State of Maine.
- Reviews and recommends changes to maintain compliance with reporting requirements regulated by the IRS and State of Maine.
- Oversees the Town's billing process, recommends policy or process changes
- Responsible for annual financial disclosure reports required by external agencies.
- Responsible for debt issuance, required payments and annual reporting activities.
- Keeps ledgers of all revenues and promptly ensures all funds received are deposited daily.
- Prepares financial reports as required for the Town Council and other boards and committees.
- Works with consultants on creation of tax increment financing districts, processes tax increment financing payments and administers the necessary annual reporting.
- Works with the Town's auditors throughout the year and during the annual year-end audit process.
- Prepares, in coordination with the Tax Assessor, tax rate calculations and accuracy of annual tax roll.
- Maintains a good working relationship with various outside agencies including Maine Revenue Services, Department of Transportation, Regional Planning Agencies, Cumberland County, consultants, and vendors.
- Working with the Town's benefit broker, responsible for the overall risk management of the Town on liability and workers compensation insurance.
- Responds to and follows up with general inquires and complaints from citizens and general public

Knowledge, Skills and Abilities:

- Must possess thorough knowledge of the functions and organizations of municipal government; comprehensive knowledge of the general laws and administrative policies governing municipal financial practices and procedures of accounting and budgeting in government.
- Knowledge and experience with generally accepted accounting principles (GAAP) and governmental accounting auditing and financial reporting (GAAFR).
- Ability to organize, direct, and supervise staff to obtain efficient results.
- Thorough knowledge and understanding of processes and statutes relating to the tax collection process.
- Knowledge of computer programs and operating systems.
- Knowledge of accounting software packages and municipal finance software packages

- Must work independently and relate effectively with many varying public issues and people is vital.
- Maintains contact with public by handling suggestions, complaints, and information requests.
- Must communicate effectively orally and in writing.
- Requires a high-degree of skill in conflict/resolution and able to deal with community groups, consultants and the general public.
- Effective problem solving and analytical skills.

Qualifications & Working conditions:

Minimum

- Bachelor's degree in Accounting, Public Administration, or related field
- Three years of experience in supervision and/or administration
- Five or more years progressively responsible managerial, professional and administrative experience in a public agency
- Experience in a public agency or company with multiple divisions.

Preferred

- Master's degree in Public Administration or Business Administration, or related field
- Enterprise Resource Planning (ERP) experience
- Experience in public sector

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate.

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

The employee must occasionally lift and/or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.