

## TOWN OF CONWAY

### **JOB TITLE: FINANCE DIRECTOR**

JOB DESCRIPTION: Manages the Town's Finance Department including financial planning; financial operations (accounting, financial reporting, payroll and procurement), and risk management. Performs complex, professional accounting work including grant, debt and improvement programs, budgeting, financial reporting and general ledger maintenance

ACCOUNTABILITY: Works under the direction of the Town Manager. Exercises supervision over all employees in the Finance Department.

EQUIPMENT USED: Computer; typewriter; calculator; telephone; copy and facsimile machines.

ENVIRONMENT: Inside: 100%            Outside: 0%

### DUTIES AND RESPONSIBILITIES:

- Responsible for accounting functions related to general ledger, accounts receivable, accounts payable, payroll, liability payments and reporting.
- Prepares: W-2s, W-3s, Form 1096, Form 1099, Weekly 941 deposits & Quarterly Forms 941, Monthly M-941, Monthly New Hampshire Retirement Deposits & Reports, Quarterly Unemployment Report, Quarterly NH-UC Report, MS-7 Report-Budget, MS-4 Estimated Revenue Report, MS-2 Actual Appropriations Report. MS-5 Financial Report of Town Budget. Updates and maintains assets per GASB-34
- Responsible for timely debt payments; completes required state and federal reports. Reconciles the general fund cash account of the town and makes appropriate general ledger journal entries.
- Maintains accounting records in accordance with applicable laws, regulations and generally accepted principles.
- Calculates need for Tax Anticipation Notes.
- Prepares and analyzes town and departmental financial statements; reconciles accounts and prepares corrective journal entries where required. Prepares monthly financial reports, trial balances in various funds, and end of year reports.
- Oversees internal and external Town audits.
- Maintains accounts receivables on billings that are not handled by the Town Clerk/Tax Collector, including solid waste and police commercial duty.
- Tracks and reconciles Performance Bonds.
- Prepares financial documents, exhibits, statistical summaries, and other materials for a variety of purposes including inclusion in the town's annual financial report;

- Monitors and analyzes department budgets; identifies potential budgetary concerns; and informs Town Manager and Department Heads of same.
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the Town.
- Works with the Town Manager in the preparation and administration of the annual budget. Attends budget committee meetings; reviews budget requests for accuracy and completeness; consults with department heads regarding their operating budgets
- Advises Town Manager on financial matters concerning the day-to-day operation of the Town as well as insurance matters, purchasing, personnel and employee benefits.
- Works with Town Manager in developing Town fiscal policy; recommends Town financial policies.
- Oversees, motivates and evaluates Finance staff to help: (1) achieve their individual goals; (2) collectively achieve their department's mission; and (3) foster leadership development throughout the department.
- Keeps informed of new trends, developments, laws, and regulations impacting the activities of the Finance Department.
- Oversees finance computer system replacement and/or enhancements.
- Provides recommendations to the Town Manager on strategic direction of fiscal policies that will maintain and enhance the financial health of the Town.
- Maintains personnel records and actively participates in personnel issues and actions. This may include employee interviews and the preparation of personnel action notices and related documentation.
- Serves as ADA Coordinator for the Town.
- Maintains confidentiality regarding records of the Town and Personnel matters.
- Establishes and maintains a working environment conducive to positive morale, quality, creativity, and teamwork.
- Performs other related duties as required.

**REQUIRED EDUCATION AND EXPERIENCE:** Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance or related field (MBA, CPA preferred). Eight years of progressively responsible related experience in a municipal position with five years at a senior level. Experience in a town similar in size to the Town of Conway highly desirable. Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

## OTHER REQUIREMENTS:

Knowledge of municipal accounting and auditing including enterprise funds; Considerable knowledge of Generally Accepted Auditing Standards (GAAS); considerable knowledge of Generally Accepted Accounting Principles (GAAP).

Knowledge of principles and practices of municipal finance administration including budget preparation.

Knowledge of statistical methods.

Knowledge of economics.

Knowledge of financial system design and analysis.

Knowledge of principles of supervision and management, including participative management.

Ability to apply sound administrative and fiscal practices.

Ability to write clear, comprehensive explanatory texts to accompany financial reports.

Ability to develop manual and computerized financial systems.

Ability to prepare accounting/financial data projections.

Ability to present ideas effectively orally and in writing.

Ability to supervise the work of departmental staff including; coordinating, assigning, monitoring, and evaluating work; hiring, training, counseling, and disciplinary staff; and processing grievances.

Ability to establish and maintain effective working relationships with staff, other Town employees/ departments, Town officials, and the public.

Skill in effective, clear and persuasive oral and written communications about the Town's finances to individuals and groups.

Ability to act as a staff advisor to the Town Manager.

A thorough understanding of current personnel management issues and practices.

Understanding of the Town's political environment and sensitivities; ability to function effectively within that environment.

## PHYSICAL ACTIVITY REQUIREMENTS

### PRIMARY REQUIREMENTS:

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Occasionally required.

LIFT 26 to 50 lbs.: Not required.

LIFT over 50 lbs.: Not required.

CARRY up to 10 lbs.: Occasionally required.

CARRY 11 to 25 lbs.: Occasionally required.

CARRY 26 to 50 lbs.: Not required.

CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Occasionally required.

PUSH/PULL: Rarely required.

## OTHER CONSIDERATIONS

Twisting: Frequently required.  
Bending: Frequently required.  
Crawling: Not required.  
Squatting: Rarely required.  
Kneeling: Rarely required.  
Crouching: Rarely required.  
Climbing: Not required.  
Balancing: Not required.

WORK SURFACE(S): Standard office desk and chair. Carpet and vinyl flooring. Customer service counter. Computer work station.

## HAND MANIPULATION

Grasping: Rarely required.  
Handling: Constantly required.  
Torquing: Rarely required.  
Fingering: Constantly required.

Controls and Equipment: Computer; printer; calculator; telephone; copy and facsimile machines.

## DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

### Consecutive Hours

Sit 1 2 3 4 5 6 7 8

Stand <1 2 3 4 5 6 7 8

Walk <1 2 3 4 5 6 7 8

### Total Hours

Sit 1 2 3 4 5 6 7 8

Stand <1 2 3 4 5 6 7 8

Walk <1 2 3 4 5 6 7 8

## COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.  
Hearing: Necessary for taking instruction and information.  
Sight: Necessary for doing job effectively.  
Tasting & Smelling: Not required.

LICENSURE/CERTIFICATION REQUIREMENTS: CPA desirable.

SUMMARY OF OCCUPATIONAL EXPOSURES: Some exposure to cleaning fluids and copy machine toner.