

FINANCE DIRECTOR

JOB SUMMARY

This position is a department head level position, which reports directly to the Board of Selectmen and is responsible for the administration of the Town's financial records. This position serves as a resource to the municipal management staff and regularly interfaces with various department heads, agencies, boards and other regulatory bodies.

SUPERVISION RECEIVED

The Finance Director works under the direction of the Board of Selectmen but also exercises independence when carrying out the responsibilities of the position. Keeps the Board of Selectmen and the Town Administrator advised of all aspects of the Town finances on a regular basis. Makes recommendations to the Board of Selectmen regarding budgetary matters, investment strategy and other matters relating to public finance.

SUPERVISION EXERCISED

Exercises considerable independent judgment and oversees town hall staff when requested by the Board of Selectmen or the Town Administrator. Manages any finance staff as needed if temporary or permanent staff are added to the finance department.

PRIMARY DUTIES

Coordinates and manages Selectmen's records, fiscal matters, budgets, financial account, cash management, payroll management, employees' benefits, purchasing and reporting requirements using sound and accepted accounting practices. Coordinates and manages the investment of town's funds and monitors department expenditures and revenues.

Processes the weekly payroll and prepares manifests and check registers to be reviewed and approved by the Board of Selectmen.

Processes timely payment of all accounts payable and prepares the manifests and check registers for review and approval by the Board of Selectmen.

Communicates with vendors when necessary or when requested by the Board of Selectmen or the Town Administrator. Negotiates prices and payment terms when

Town of Tilton

Job Description: Finance Director: Full time, Salaried, Exempt
Revised May 1, 2014

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requested by the Board of Selectmen or when necessary to manage the Town cash requirements/cash flow.

Responsible for the deposit of the weekly payroll taxes as required by IRS and SSA regulations.

Prepares monthly reports for the NH Retirement System.

Prepares and files all quarterly and yearly filings required by the Internal Revenue Service in a timely manner.

Prepares and files the quarterly unemployment report as required by the Department of Labor.

Maintains the Town's payroll and fund accounting system. Enters and posts journal and adjusting entries as required to keep the system current, in balance, and representative of the Town's financial activity.

Posts expenditures and revenues and prepares a monthly statement of revenues and expenditures for the Board of Selectmen's review. Provides the Board of Selectmen with ad-hoc management reports when requested.

Distributes the monthly expenditure report to the department heads. Manages payments and receipts to the extent possible to best regulate cash flow.

Prepares monthly cash flow statement report.

Prepares reports for the Treasurer

Responsible for the monthly trial balance.

Responsible for posting accounts receivable to the fund accounting system.

Responsible for the monthly bank reconciliation's.

Prepares and maintains the fixed asset account for annual review by the auditor.

Assists the Town Administrator with the preparation of the annual municipal budget for review and approval by the Board of Selectmen and the Budget Committee. Provides the budget committee with reports and information when requested.

Works with and serves as liaison with the Town's auditor for the annual town audit.

Maintains town web site.

Prepares the backup digital media for Town/Selectmen meetings.

Serves as the Town liaison for the self-insurance audits and prepares all documents and information as requested by the auditor.

Reviews contracts and makes recommendations to the Board of Selectmen

Responsible for the preparation and timely reporting of State required reports including the MS-2 (appropriations actually voted); MS-4 (estimated revenue); MS-5 (financial statements); and the MS-7 (town budget)

Responsible for the review and reporting of Grant reconciliation's submitted by the Police Department or other town departments required for reimbursement.

Assists the Town Administrator and Board of Selectmen during the tax rate setting process.

Assists in timely preparation of the annual town report.

Works closely with the Town Administrator assisting in the preparation of financial statements for bond anticipation notes, tax anticipation notes and long term notes or bond issues.

Stays cognizant of updates of state and federal regulations concerning record keeping and reporting requirements and maintains records in conformance with federal requirements for all bonds and grants received from the federal government.

Maintains cost accounting records on all capital projects.

Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge and understanding of municipal accounting and accrual accounting principles; knowledge of the operation of the town's computer system; ability to work
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without supervision, the ability to prioritize tasks and to use independent judgment; ability to communicate effectively both verbally and in writing; ability to develop and maintain effective working relationships with employees, the public and other governmental departments and agencies; sound organizational skills and considerable knowledge of current accounting practices; ability to prepare reports and maintain records. Ability to read, write and speak English.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting or Business Administration with at least five (5) years of progressive management and accounting responsibilities in a municipal or governmental organization or the equivalent work experience. Experience in budget preparation and administration.

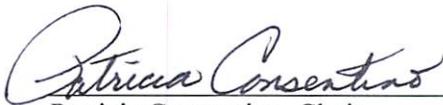
PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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.

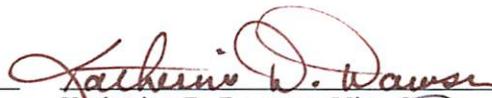
The work is sedentary, typically performed while sitting at a desk or table. There may be some walking, standing, bending and carrying light objects such as papers and books. No special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms. The work area is adequately lighted, heated and ventilated.

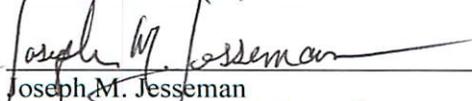
TILTON BOARD OF SELECTMEN



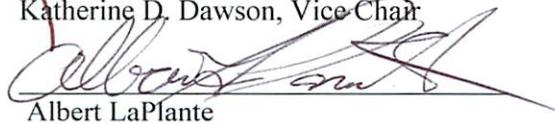
Patricia Consentino, Chair



Katherine D. Dawson, Vice-Chair



Joseph M. Jesseman



Albert LaPlante



Jonathan G. Scanlon

5-1-14
Date

