

**Town of Underhill**  
**Job Description**  
**Finance Officer**

**General Summary**

The Finance Officer has primary day-to-day responsibility for payroll, accounting, and annual budget investment management, and long-term capital planning support. The Finance Officer works with and under the auspices of the Town Treasurer and under the general direction of the Selectboard, works with Town committees, boards, and volunteers, and coordinates activities with outside agencies, contractors, and the general public.

**Essential Roles**

1. General Accounting
2. Planning/Budgeting/Forecasting Support
3. Audit/Compliance
4. Risk Management/Insurance

**Essential Duties and Responsibilities**

1. **Perform accounting functions that include but are not limited to:**
  - Prepare payroll
  - Accounts payable
  - Manage the general ledger
  - Provide budget status reports to Selectboard (complete monthly reports within 15 business days, and quarterly reports within 20 days of the quarter end)
  - Manage and oversee the interface between the general, reserve and special revenue funds
  - Oversee Town office monetary transactions (proper coding, reconciliation of cash and check collections, and fund deposits)
  - Manage cash effectively
  - Perform banking functions (month end reconciliations, process deposits)
  - Complete annual audit on time with a clean audit opinion
  - Submit timely and accurate state and federal tax filings
  - Update and manage Town's accounting policies and procedures in compliance with generally accepted accounting principles and practices
2. **Provide support to appropriate Town commissions, boards, and committees as needed or requested.**
3. **Supports the development of the annual operating budget and short- and long-term capital planning.**

- Provide thorough, systematic analysis of resource needs, budget trends and factors that may have a potentially significant impact on the financial vitality of the Town.
- Maintain the budget to insure that the Town operates at or near projections
- Presents timely and constructive reports to the Selectboard on major issues potentially impacting the Town's finances.
- Develop long-range forecasts that demonstrate a clear linkage to adopted Town Plan.

**4. Administer all insurance programs.**

Manage the Town's risk management program effectively and appropriately to minimize exposure.

**5. Selectboard and Interdepartmental Support**

- Oversee bond and loan procurement (analyze and procure/manage bonds and loans)
- Perform tax rate calculations (create document for Selectboard signature based on approved General Budget and Article directives)
- Facilitate overall budgeting process (create and manage yearly budgeting tools, attend budget meetings, provide spreadsheets, notes and explanations for the annual Town Report)
- Work with the Assessor in maintaining the Grand List and printing of original and revised tax bills
- Partner with the Town Administrator in connection with grant administration and employee benefits
- Work effectively with other Town staff on projects impacting the Town

**Education and Experience**

Associates degree in accounting. Bachelor's degree and/or other advanced certifications strongly preferred. Relevant, demonstrated experience in accounting, finance, or related fields. Strong background in computer systems related to accounting, small system administration, communications and other applications

**Essential Skills**

Strong organization and analytical skills, effective communication (written and verbal) and interpersonal skills required. Knowledge of Word, Advanced Excel, Email and internet research tools. Knowledge of NEMRC is a plus. Demonstrated ability to work collaboratively, to use time effectively and handle several significant responsibilities concurrently, and to manage confidential information in a professional manner.