

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

FSA Designation: Exempt Full Time Appointed

Benefits: Full time benefits including health care, dental insurance, vision insurance, LT/ST/Life, VMERS pension, three weeks vacation, holidays and any others that may from time to time be included in the benefits afforded all full time employees.

Job Summary

In general, performs highly responsible administrative work in the planning, organizing, and administration of the Town's daily financial activities. The position of Finance Officer is responsible for performing complex financial and accounting work for the Town including the administration of the Town's operating budget and oversight of the Town's computerized accounting system. The Town Finance Officer is also responsible for administration of the Human Resource function and assisting the Select Board with the development of the annual budget. The Town Finance Officer also administers the Town's various insurance programs including health and commercial coverage.

Supervision Received

The Finance Officer is appointed by and works under the general administrative direction of the Select board, coordinating with the elected Town Treasurer and the Town Administrator, also appointed by the Select board. However, it is expected that the Finance Officer will make decisions independently throughout the workday relative to the work that must be completed. Duties are performed independently and in accordance with Government Accounting Standard Board principals and practices, state and federal regulations and Town ordinances.

The Finance Officer will consult with the Select board concerning over-all financial administrative policy matters and related decisions, budget preparations, debt management/planning periodically and when unusual circumstances arise. The Officer's work shall be reviewed through periodic audits, conferences, reports and program results.

Examples of Duties

The following is a list of the more common duties attributable to the position of Finance Officer. This list may not be all-inclusive and may be amended from time to time by the Select board as circumstances may dictate.

1. Responsible for the accurate and proper management of all the Town's financial operating records pertaining to but not limited to the General & Enterprise Funds, general ledger, special or restricted appropriations, reserves, revenues, grants and/or other operations, etc. in accordance with Generally Accepted Accounting Principles.

2. Prepares and submits on a timely basis, normally within ten (10) days of month end, appropriate financial reports and statements for the Town's management staff (Town Administrator, Highway Foreman, Town Auditors, Others?), Selectboard, Treasurer and the State and Federal governments.
3. Maintains financial records and accounts of appropriations, expenditures, special assessments, bonds, warrants and other municipal activities and regularly measures same against annual general or enterprise fund appropriations. Will prepare quarterly (3 month) financial projections of the Town's finances (all funds, expenses and revenues) through to the end of the fiscal year paying particular attention to projected overages or deficits. Such reports to normally be made available within 10 days of the end of the quarter.
4. Assists as requested in the preparation of the annual Town budget.
5. Prepares and presents for signature the list of invoices to be approved for payment at each Selectboard meeting.
6. Shall stay abreast with related legislation, government accounting standards and will assure compliance with same.
7. Makes recommendations to the Selectboard and participates in the formulation of financial and accounting policy.
8. Responsible for miscellaneous accounting and related clerical activities including journal and ledger postings, statement reconciliation's, payroll, payables, receivables, purchasing, etc.
9. Responsible for managing, evaluating and periodic testing and implementation of municipal property tax, utility and financial management computer programs/packages (currently New England Municipal Resource Center products).
10. Assists in the development of Capital Improvement Programs and related schedules.
11. Responsible for developing and implementing Town purchasing system.
12. Responsible for the preparation of accounts payable manifests including checks, charges appropriate accounts.
13. Completely reconciles and closes all expense and revenue accounts on a monthly basis. Prepares monthly revenue and expenditure reports for the Town's management staff and its Treasurer.
14. Responds to public inquiries for financial information and promotes positive relations with the public, other employees, Town management staff, financial institutions, governmental subdivisions and representatives of the news media.

15. Responsible for pursuing, obtaining and maintaining necessary training and certifications.
16. Develops and maintains a standard set of written standard operating procedures for all aspects of Town financial operations.
17. Performs other related duties as may be required to achieve the overall goals of the Town.
18. Works with management staff to prepare for adjustments to expense/revenues to insure that the Town's budget will remain within authorized limits by year-end.
19. Addresses findings, deficiencies and/or implement recommendations made by the Town's Independent Auditor and elected Auditors.
20. Prepare annual financial statements as required in preparation for and to be presented to the Town's Auditors in time for the annual audit.

The Finance Officer, in concert with, under the auspices of and/or at the request of the Town's Treasurer, will also assist with:

1. Regular reconciliation of town and school account statements and cash internally and with the Town's Treasurer on a monthly basis.
2. The custody of all monies of the Town and the payment of orders signed by the Board of Selectboard and the School District for signature by the Treasurer.
3. Deposit of all revenues and/or other monies of the Town and the School District in accordance with appropriate state and local laws, codes and regulations.
4. Maintenance of records of receipts and expenditures by both the Town and the School District.
5. Prepares annual financial reports in accordance with appropriate state and local laws, codes and regulations as well as generally accepted accounting principles.
6. Makes investments of Town monies in accordance with appropriate state and local laws, codes and regulations and with the authorization of the Selectboard.
7. Assists the Treasurer with the negotiation and/or or sale of bonds, notes or other securities.
8. Assists with the issuance of tax warrants and the collection of taxes as requested by the Treasurer.

Knowledge, Skills & Abilities Required

The Finance Officer shall possess:

- A thorough knowledge of generally accepted accounting principles and practices; knowledge of municipal and state laws, fund and/or program accounting, rules and regulations that apply to Town finances including but not limited to budgeting, purchasing; knowledge of computers and the New England Municipal Resource Center's or comparable computerized municipal or fund accounting systems
- Organizational skills and the ability to meet deadlines
- The ability to read, interpret, and prepare financial reports and statements
- Strong written and verbal communications skills
- The ability to make mathematical calculations rapidly and accurately; to analyze cash flows and expenditures
- The ability to establish excellent working relationships with other Town staff
- The ability to establish and maintain exceptional public relations with taxpayers and other divisions of government, i.e., the School District and State.

Minimum Qualifications Required

Successful candidates for the position of Finance Officer shall have a minimum of an associate's degree in finance and/or accounting, with an undergraduate degree in said field from an accredited four (4) year college or university strongly preferred. In addition, the successful candidate should have acquired a minimum of three (3) years of progressive responsible accounting experience, with at least some of that experience in local or state government. Experience in the private or non-profit sector can be substituted if knowledge of governmental accounting standards can be shown. Must have knowledge of state laws pertaining to finance, accounting; ability to prepare and present reports, ability to establish and maintain effective working relationships with the public and with other government officials. Any equivalent combination of education and professional experience, which demonstrates possession of the required knowledge, skills and abilities, may be considered.

Note: Special Exertion/Environmental Conditions

The nature of this position requires extended hours of work in order to meet deadlines and seasonal workloads. Periodically, the Finance Officer will also be required to attend meetings with other Town officials that may be held during evening hours, weekends or holidays throughout all seasons of the year. Position requires regular ability to perform the work functions throughout the year in all seasons and weather.