

TOWN OF STOWE, VERMONT JOB DESCRIPTION

JOB TITLE: Finance Director
PAY GRADE: 21
FLSA STATUS: Exempt
SUPERVISOR: Town Manager

PURPOSE OF JOB

This is a department head level position that serves as the Chief Financial Officer for the Town. The person is responsible for all aspects of the Finance Department including payroll, accounts receivable, accounts payable, fixed assets, requisitions, debt management, cash flow analysis, fiscal controls, grants management, budget development, benefits administration and any other related duties as assigned. Oversees insurance claims processing, insurance property list, processing insurance renewals, and advising the Town Manager on coverage issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the job if the work is similar, related, or a logical assignment for this job. Other duties may be required and assigned.

Serves as a trusted leader, promoting a team environment, demonstrating active listening skills, coaching, and motivating employees. Supervises, directs, and evaluates finance staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing annual employee performance appraisals; interviews and selects new employees; coordinates staff training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.

Maintains a comprehensive, current knowledge of applicable laws and regulations; maintains an awareness of new technologies, methods, trends, and advances in the profession; reads professional literature; attends workshops and training sessions as appropriate.

Ensures department is in compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures. Develops, recommends, updates, and implements policy and ordinances applicable to finance. Develops, recommends, updates, and implements departmental procedures. Ensures all are kept up-to-date to protect the town's interest and to provide fair and equal treatment in like circumstances.

Develops, recommends to the Town Manager, and administers finance department budget; supervises and participates in development of project budgets; develops forecasts of funding required for staffing, equipment, materials, and supplies; monitors expenditures to ensure compliance with approved budget; implements departmental budget adjustments as needed.

Consults with Town Manager to review department operations/activities, review/resolve problems, willingly receives advice/direction, and provide recommendations; provides assistance to Manager needed including preparing agenda summaries.

Performs financial analysis and provides other information that may be requested by the Town Manager to ensure the proper operation of municipal government and advises him accordingly. To include but not be limited to monthly year-to-date reports and budget forecast to keep the Department Heads, Town Manager and Selectboard up to date on the budget status. Compiles budgets under the Manager's direction, attends Town Meeting, budget presentation meetings and other meetings as necessary to assist the Town Manager in responding to financial questions of the Selectboard and the public.

Responds to questions from the press and public in a professional manner by being timely and transparent in accordance with the law.

Keeps all books and records as required under governmental accounting, auditing, and financial reporting standards. Responsible for maintaining the General Ledger accounting module, including reconciling all general ledger accounts, maintaining general ledger journal entries, balance sheets, trial balances, chart of accounts, funds, and fund descriptions.

Works in concert with the Town Treasurer on posting cash receipts and coordinating disbursements and appropriate reports.

Responsible for preparing for and providing all records necessary for the annual or special audits. Prepares the management discussion and analysis as well as the responses to audit management letter.

Establishes and maintains a system of internal controls to ensure adequate checks and balances, separation of duties, transparency, and security of municipal assets.

Ensures warrants and disbursement orders are prepared on a timely basis.

Prepares bond applications and ensures proper administration of bond proceeds.

Serves as the grant manager for the Town, maintains files on all on-going grants and records pertinent to the single audit for Federal grant assurance compliance.

Ensures the fixed asset list is accurately maintained.

Responsible for all department budgetary development and maintenance under the direction of the Town Manager. Works as necessary with all Town departments to assist with their budget preparation and maintenance.

Responsible for providing oversight of processing employees into and out of town employment from a pay and benefits standpoint. Additionally, provides oversight of employee benefits administration, which includes data submissions and reporting to 3rd party retirement system and deferred compensation administrators, managing employee insurance benefits and reporting to state agencies.

Responsible for the oversight of processing all insurance claims (e.g. property, casualty, unemployment, etc.), ensuring property list is accurate, processing insurance renewals, and advising on insurance coverage issues.

Responsible for being a Trustee of the Stowe Retirement Plan and ensuring property administration. Also, oversees deposits and filing of employee withdrawals.

Ensures that timely and accurate filings are made with government agencies. This includes, but is not limited to, quarterly payroll tax returns and annual W-2's and 1099's.

Promotes a safe and respectful work culture through positive role modeling and strong communication skills; immediately puts a stop to any speech or behaviors which are discriminatory or otherwise conveys disrespect to others.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Business or a closely related field; supplemented by a minimum of five years of experience performing computer automated accounting, budgeting, and other financially related analytical tasks with a working knowledge of GASB; or equivalent combination of education, training, and experience which provides the requisite knowledge, skills and ability for this job.

PERFORMANCE APTITUDES

Specialized Technical Skills:

Knowledge of computer hardware and software, specifically Microsoft Word, Excel and Outlook is required. Experience and knowledge of accounting software packages that include payroll, accounts payable, accounts receivable and general ledger is a must; experience using NEMRC strongly preferred.

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility. Interacts with public frequently. Makes presentations to boards.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, computers, printers, copy machines, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data, and information. Must be able to simplify complex issues into more simplistic concepts for explanation purposes.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction. As such must adapt communication style/vocabulary to a variety of audiences, be self-aware of one's own verbal and non-verbal cues, be an active listener, keep a professional demeanor, provide timely responses and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, and ratios; ability to understand and use basic algebraic operations.

Functional Reasoning: Requires the ability to exercise independent judgment in developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership: This position requires the individual to demonstrate and practice leadership skills daily.

Customer Service: Interfaces frequently with all Department Heads, Town Manager, and the general public.

Financial Accountability: Responsibility for developing information to enable effective management of Town Financials, Human Resources, Budget, and Employee Benefits programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description and understand the duties and expectations herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee signature

Date