



Job Title: Finance Director  
Department: Finance

FLSA Designation: Exempt  
Pay Classification: 21

## 1. JOB SUMMARY

- 1.1 This position is responsible of directing town financial accounting functions, including payroll, accounts payable, tax billing and collection, fixed asset, cash receipts, and General Ledger accounting.

## 2. MAJOR DUTIES

- 2.1 Maintains the General Ledger; receives and processes related data; reconciles bank statements to cash; calculates receipts and expenses; allocates fuel and postage by department; posts interest earned; reviews all expenses and revenue for accuracy; reconciles all balance sheet accounts; processes monthly expenditure and revenue reports; updates and monitors the chart of accounts; performs year-end closing.
- 2.2 Maintains computerized tax-related database; prints and mails tax bills; processes and applies tax credits and adjustments; collects current and delinquent taxes; assesses penalties and interest; reconciles taxes and transfers school funds.
- 2.3 Processes accounts payable; disburses bills to departments for approval; secures W9s and Certificates of Insurance from all vendors; processes payments; prepares 1099s; processes tax exempt certificates; maintains vendor files.
- 2.4 Processes town payroll; enters payroll data; processes checks; processes payroll-related reports; processes and distributes W-2's.
- 2.5 Processes cash receipts and accounts receivable; deposits and balances all receipts; bills and collects from other agencies.
- 2.6 Adds and retires fixed assets; maintains electronic and paper files; calculates and applies depreciation; prepares year-end reports for auditors.
- 2.7 Assists with the preparation of the annual budget.
- 2.8 Tracks annual energy costs.
- 2.9 Tracks departmental costs.
- 2.10 Maintains grant files; creates grant accounts as needed; reconciles grants, and prepares paperwork for grant reimbursement requests.
- 2.11 Orders office supplies for all town departments.
- 2.12 Updates and maintains accounting software.
- 2.13 Ensures compliance with relevant laws, rules, and regulations.
- 2.14 Performs related duties.
- 2.15 Performs other duties as assigned by the Town Manager.

## 3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of generally accepted accounting principles.
- 3.2 Knowledge of fund accounting.
- 3.3 Knowledge of department and town policies and procedures.
- 3.4 Knowledge of Vermont statutes and IRS regulations related to taxation and other municipal operations.
- 3.5 Knowledge of banking procedures, including online banking.
- 3.6 Knowledge of computers and job related software programs.
- 3.7 Skill in the analysis of problems and the development and implementation of solutions.
- 3.8 Skill in the preparation of clear and precise reports.
- 3.9 Skill in oral and written communication.

#### 4. SUPERVISORY CONTROLS

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### 5. GUIDELINES

- 5.1 Guidelines include Governmental Accounting Standards Board policies, IRS regulations, and town policies and procedures. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

#### 6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of varied management and financial accounting duties. Strict regulations and the need for accuracy contribute to the complexity of the position.
- 6.2 The purpose of this position is to direct the town's financial operations. Success in this position ensures the efficiency and accuracy of town financial operations.

#### 7. CONTACTS

- 7.1 Contacts are typically with co-workers, attorneys, bankers, and members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

#### 8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- 8.2 The work is typically performed in an office.

#### 9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 This position has direct supervision over Finance Assistant (1).

#### 10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- 10.2 Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.
- 10.4 Ability to be bonded.



Approved: \_\_\_\_\_  
Town Manager

Effective Date: July 1, 2014