



Job Title: Finance Director
Department: Finance

FLSA Designation: Exempt
Pay Classification: 21

JOB SUMMARY

- This position is responsible for directing town financial accounting functions, including payroll, accounts payable, tax billing and collection, fixed asset, cash receipts, General Ledger accounting, and facilitating the annual budget and fiscal audit.
- The Finance Director reports directly to the Town Manager.

DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- 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.
- Processes town payroll; enters payroll data; processes checks; processes payroll-related reports; processes and distributes W-2's; prepares and files all payroll-related reporting.
- Processes cash receipts and accounts receivable; deposits and balances all receipts; bills and collects from other agencies.
- Adds and retires fixed assets; maintains electronic and paper files; calculates and applies depreciation; prepares year-end reports for auditors.
- Serves as staff liaison to the Town's professional auditor.
- Leads and facilitates the preparation of the annual budget.
- Tracks annual energy costs.
- Tracks departmental costs.
- Collaborates with Department Heads to maintain grant files; create grant accounts as needed; reconcile grants; and prepare paperwork for grant reimbursement requests.
- Updates and maintains accounting software.
- Ensures compliance with relevant laws, rules, and regulations.
- Performs related duties.
- Performs other duties as assigned by the Town Manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of generally accepted accounting principles.
- Knowledge of fund accounting, government finance, and general management and administration.
- Knowledge of department and town policies and procedures.
- Knowledge of Vermont statutes and IRS regulations related to taxation and other municipal operations.
- Knowledge of banking procedures, including online banking.
- Knowledge of computers and job-related software programs (NEMRC accounting modules preferred).
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communication.

Amended: March 30, 2026

PHYSICAL DEMANDS/ WORK ENVIRONMENT

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

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- This position has direct supervision over the Finance Assistant.
- This position reports to the Town Manager.

MINIMUM QUALIFICATIONS

- Minimum: Associate's degree, preferably in Accounting, Finance, or related field from an accredited college or university. A minimum of 3-5 years of experience in a Finance or Accounting position.
- Preferred: Bachelor's degree and experience with Fund Accounting and/or municipal experience.
- Ability to be bonded.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

Approved: Brennan Duffy
Town Manager

Effective: March 30, 2026