

Town of Allenstown Job Description Finance Director

General Position Description: Assist Town Administrator with administrative and financial management of the administrative functions of the Town

Hiring Authority: The Finance Director- is hired by the Select Board.

Accountability: Reports to the Town Administrator

Equipment Used: Computer; telephone; copy and facsimile machines; calculator.

Environment: Inside: 95% Outside: 5%

Duties and Responsibilities: The Finance Director assists the Town Administrator in managing the administrative and financial functions of the Town. The Finance Director serves as the acting Town Administrator in the absence of the TA. The primary responsibilities are as follows:

Except as specifically noted, the following functions are considered essential to this position. The following is indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Oversight of payroll, accounts payable, accounts receivable, fixed asset (GASB34), financial and general accounting.
2. Maintain, reconcile, analyze and report financial records to internal officials as required. I.e.: town administrator, treasurer, departments, boards, committees, commissions, etc.
3. Maintain, reconcile, analyze and report the Town's financial records to external agencies as required. I.e.: IRS, DRA, etc.
4. Assist the town administrator with organizing and implementing the budget plan and schedule.
5. Analyze proposed budgets for the town administrator.
6. Implement, record and analyze approved budgets.
7. Responsible for the coordination of the annual audit.
8. Maintain escrow and trust account with monthly reporting as required.
9. Maintain performance bonds and letters of credit as required by departments and boards.
10. Reconcile cash accounts for treasurer with regular communications of same.
11. Analyze and prepare reports as requested for grants, contracts, and financial borrowings.
12. Input NHRS and Nationwide Retirement information.
13. Provide backup to the Bookkeeper when she is on leave or vacation.
14. Prepare school and county payment schedules and execute payments.
15. Administer the FEMA Public Assistance Program Grant for reimbursement after each disaster.

Support: Take direction from the town administrator. Coordinate cash management related items with the treasurer. Coordinate budget and expense activities with department heads. Coordinate cash requirements with the Trustees of Trust Funds

Cognitive and Sensory Requirements:

Vision: Necessary for visual operation in all aspects of the position such as equipment use, paperwork, observing safety of co-workers, public, etc.

Hearing: Necessary for receiving instructions, listening to questions from the public, answering the telephone, taking minutes at meetings.

Speaking: Necessary for communicating with employees, residents, and the general public.

Dexterity: Necessary for operating equipment, handwriting, and computer keyboard operations, etc.

Mobility: Needed to walk around the Town Hall and elsewhere for other duties such as banking, errands, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required.
Lift 11 to 25 pounds: frequently required.
Lift 26 to 50 pounds: occasionally required.
Lift over 50 pounds: rarely required. Assistance may be available.
Carry up to 10 pounds: constantly required.
Carry 11 to 25 pounds: frequently required.
Carry 26 to 50 pounds: occasionally required.
Carry over 50 pounds: rarely required. Assistance may be available.
Push/pull: frequently required.
Reach above shoulder height: frequently required.
Reach at shoulder height: frequently required.
Reach below shoulder height: frequently required.
Sit: one total hour per day.
Stand: six plus hours per day.
Walk: four plus hours per day.
Twisting: occasionally required.
Bending: frequently required.
Crawling: rarely required.
Squatting: rarely required.
Kneeling: rarely required.
Crouching: rarely required.
Climbing: occasionally required.
Balancing: frequently required.

Hand Manipulation:

Grasping: constantly required.
Handling: constantly required.
Fingering: frequently required.
Controls and equipment: office equipment, motor vehicles, and telephone.

Work Surfaces:

Office area includes standard office desk and chair. Computer work station. Work table. Carpet and tile floors

Summary of Occupational Exposures:

Most work occurs within the office setting involving some natural light or not at all as well as air variations such as air conditioning, etc. Copy machine toner, some cleaning fluids Blood borne pathogens: Category 1 (Some emergency procedures may entail Category 1 exposure risks)

Other Training, Skills and Experience Requirements:

- This position requires the ability to read and interpret rules, regulations, ordinances, etc. at an advanced level.
- Need to be proficient in Excel, Word and all other Office Applications
- Knowledge of government principles regarding assessing, taxation, municipal budgeting and accounting.
- Knowledge of applicable State and Federal statutes.
- Knowledge of public administration, personnel administration and municipal operations.
- Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel.
- Ability to prepare comprehensive research studies, analyze problems, prepare technical reports, formulate recommendations.
- Ability to speak and write effectively.

- Ability to establish and maintain effective working relationships with town officials, employees and the public.

Specific Educational/Vocational Preparation Requirement(s):

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|-------------------|----|---|
| _____ | 1. | Short demonstration only. |
| _____ | 2. | Any beyond short demonstration up to and including 30 days. |
| _____ | 3. | 30 to 90 days. |
| _____ | 4. | 91 to 180 days. |
| _____ | 5. | 181 days to 1 year. |
| _____ | 6. | 1 to 2 years. |
| <u>XXX</u> | 7. | 2 to 4 years. |
| _____ | 8. | 4 to 10 years. |
| _____ | 9. | Over 10 years. |

License/Certification Requirements:

- Associate degree in public administration, business, accounting or related field, Bachelor degree preferred.
- Minimum of five (5) years of progressively responsible management experience
- Operational knowledge of computer hardware and software to include Microsoft Office, and office machinery
- Familiarity and experience with computer hardware and software operations.
- Demonstrated oral and written communications skills or any equivalent education and experience that demonstrated the possession of the required knowledge, skills, and abilities.
- Basic First Aid and CPR.
- Justice of the Peace Commission helpful.

Other Requirements:

- Background investigation (no conviction for any crime involving turpitude).
- No conviction for major motor vehicle violations
- No history of frequent motor vehicle violations of any kind
- May not belong to an organization which advocates the violent overthrow of the governments of the United States, the State of New Hampshire or the Town of Allenstown.

Schedule: Generally Monday through Thursday, between the hours of 7:30 am – 5:30pm dependant on total hours authorized. On rare occasions evening and weekend meetings required. Possible overtime if and when needed or required.

During EOC activation, can be any twelve hour period designated by the Emergency Management Director during and immediately after a declared emergency.

Date of Creation: August 20, 2013

Revised Date: July 7, 2016

Created by: Shaun Mulholland, Town Administrator

Revised by: Shaun Mulholland, TA