



## **TOWN OF MILTON Job Description**

Title: **Finance Director**  
Department: Finance  
FLSA Designation: Full time Exempt

Date: May 11, 2 017  
Reports to: Town Manager

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### **OVERVIEW OF POSITION**

Under the general supervision of the Town Manager, the Finance Director performs highly responsible management, administrative and accounting work directing and coordinating the varied functions of the Town's Finance Department, which also provides specific financial services to the School District; processing payroll and Accounts Payable invoices. The Finance Director coordinates with the School Business Manager on both financial policy and practice issues. This position interprets and administers federal, state, and local laws, regulations, and policies relevant to municipal financial management. The Director is responsible for: maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control; performing varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Work is reviewed through written reports, for the attainment of goals and objectives, and adherence to established policies and procedures.

### **ACCOUNTABILITY**

Reports directly to and is accountable to the Town Manager.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Initiates, plans, organizes and directs the financial management functions related to municipal accounting systems, receipts and disbursements and related activities.
- Responsible for determining, organizing and directing the operational staff of the Finance Department.
- Responsible for establishing, monitoring and reviewing policies and procedures relating to accounting and financial management operations for the Town of Milton and for the Milton School District as they relate to the specific financial areas agreed upon between the Town and School.
- Establishes and maintains a system of customer responsiveness in the overall delivery of financial services to customers consistent with the need to protect the Town's financial interests. Responds to public inquiries for financial information and promotes positive relations with the public, other employees, department heads, financial institutions, and governmental subdivisions.
- Coordinates the overall preparation of the town-wide operating budget and works with the Director of Administration in preparation of the capital budget; prepares and manages Department budget; provides for the monitoring of expenditures in accordance with available funds and budgetary requirements; provides for a system of encumbrance accounting.

- Responsible for the tracking, depreciation and reporting on the Town's assets and infrastructure.
- Responsible for the preparation and sale of bond issues and tax anticipation notes.
- Prepares and/or directs routine, periodic and special reports of an accounting and fiscal nature. Provides technical support to the management staff answering inquiries and providing guidance on financial matters.
- Directs the audit and approves disbursements for goods and services within the budget appropriations.
- Oversees the investment of Town funds and the payment of bond obligations.
- Attends and occasionally presents at evening meetings as required.
- Prepares written and oral reports for delivery at Selectboard meetings, staff meetings and for the public.

#### **OTHER RESPONSIBILITIES**

- Works closely with the Town Manager on various issues and special projects and provides support in any capacity s/he may request. Periodically, the Finance Director will consult with the Town Manager concerning over-all financial administrative policy matters and related decisions, budget preparation, debt management/planning and when unusual circumstances arise. The Director's work shall be reviewed through periodic audits, conferences, reports and program results.
- It is expected that the Finance Director will make decisions independently throughout the work day relative to internal operations of the Finance Department. S/he will develop, maintain, and oversee implementation of standard operating procedures for all aspects of his/her departmental operations.
- Responsible for accurate and proper management of all the Town's financial operating records pertaining to but not limited to the General and Enterprise Funds, general ledger, special or restricted appropriations, reserves, revenues, grants and/or other operations, etc. in accordance with Generally Accepted Accounting Principles.
- Oversees the maintenance of comprehensive accounting records for the Town including cash books, general ledgers for fund accounts, journals, and records of debt; ensures compliance with municipal finance laws and practices.
- Supervises expenditures of all town funds; examines vouchers, department bills; payrolls; manages cash position of municipality. Responsible for developing and implementing Town purchasing system.
- Develops and manages financial management systems, methods and techniques for all departments; assures orderly cash flow of receipts and expenditures, including tax collection.
- Oversee production of water and sewer bills and administration of contracts and grants.
- Will reconcile and close all expense and revenue accounts on a monthly basis. Prepares monthly revenue and expenditure reports for the Town's management staff and its Treasurer.
- 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 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 typically are to be made available within 10 days of the end of the quarter.

### **SUPERVISORY RESPONSIBILITIES**

- Will be responsible for the general supervision of Departmental Staff. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include: interviewing and training employees; planning, assigning and directing work; appraising performance and recommending pay increases; implementing succession plans; addressing complaints and resolving problems; and making recommendations to the Town Manager concerning employee hiring, rewards or discipline.

### **EDUCATION & EXPERIENCE**

Bachelor's degree in Accounting, Business Administration, Public Finance or Administration or a closely related field; plus four (4) to six (6) years of progressively responsible experience in a municipal financial administrative position. A Master's degree in Business Administration or Public Administration is desirable; a C.P.A. designation is preferred.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town.

### **KNOWLEDGE, SKILLS & ABILITIES**

The Finance Director shall:

1. Possess a Bachelor's degree in Accounting, Business Administration, Public Administration or closely related field and a minimum of four (4) years of municipal accounting experience, with demonstrated competencies in fund accounting and knowledge of GASB requirements.
2. Possess a minimum of two (2) years experience supervising more than one employee.
3. Have knowledge of state laws pertaining to finance, accounting, fund and/or program accounting, rules and regulations that apply to Town finances including but not limited to: budgeting; purchasing; knowledge of computers and computerized municipal or fund accounting systems; experience preparing financial analysis and reports; ability to establish and maintain effective working relationships with the public and with other government officials.
4. The ability to make mathematical calculations rapidly and accurately; to analyze cash flows and expenditures.
5. Possess strong computer skills including word processing, database management and spreadsheets.
6. Be detail oriented, quality driven and have a strong work ethic, coupled with the ability to work independently and meet deadlines.
7. Possess excellent interpersonal skills and be able to deal effectively with the public and staff.
8. Have an excellent past work history.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet. The following physical activities represent requirements of the job:

Primary Physical Requirements		Other Physical Considerations		During an 8 Hour Day, Employee is Required to:		
					<i>Consecutive Hours</i>	<i>Total Hours</i>
LIFT up to 10 lbs	Regularly required	Twisting	Occasionally			
LIFT 11 to 25 lbs	Occasionally required	Bending	Occasionally	Sit		7
LIFT 26 to 50 lbs	Rarely required	Crawling	Never	Stand		0
LIFT over 50 lbs	Never required	Squatting	Occasionally	Walk		1
		Kneeling	Never			
CARRY up to 10 lbs	Regularly required	Crouching	Occasionally			
CARRY 11 to 25 lbs	Occasionally required	Climbing	Rarely			
CARRY 26 to 50 lbs	Rarely required	Balancing	Rarely			
CARRY over 50 lbs	Never required	<b>Hand Manipulation</b>				
		Grasping	Regularly required			
Push/Pull	Regularly required	Handling	Regularly required			
<b>Work Surfaces</b>		Torquing	Rarely required			
Counter tops and desks		Fingering	Regularly required			
Flooring (various types)						
Uneven surfaces		Environment	Inside: 100%			
Slope surfaces						

The Town of Milton is an EOE institution/employer and complies with the guidelines of the Americans with Disabilities Act. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.