



TOWN OF RANDOLPH, VERMONT

FINANCE DIRECTOR Job Description

Objective/Purpose

This position is responsible for directing, administering, and coordinating the finance and administrative functions of the Town. This includes, but may not be limited to, accounting, financial reporting, investments, debt management, budget development and implementation, approval of invoices, insurance, benefits administration, and regulatory reporting.

Supervision and Performance:

Employees in this classification work under the general supervision of the Town Manager.

The Director must be able to work independently and demonstrate the ability to exercise sound judgment in accomplishing assigned and unassigned tasks.

Specific Duties and Responsibilities:

- Prepares and completes monthly and annual financial reporting for all departments, to include the posting of all journal entries, cash receipts, and accounts payable vouchers, accounts payable approval, account reconciliation; and accrual and prepaid accounting. Maintains financial reports and records.
- Cash requirement planning, revenue forecasting, account statement balancing, check return, voiding, and bank accounts.
- Coordinates, manages, and maintains liability, property, workers compensation, and unemployment insurance for all Town property, equipment, and activities.
- Manages all notes, bond payments, and debt requirements for the Town. Obtains financial quotes and provides financial reports and records as required to obtain financing to include tax anticipation notes, current expenses loans, and long-term borrowing.
- Attends and speaks at meetings to provide a concise overview and detailed explanations on the Town's financial status.
- With the Town Manager, prepares the annual budget and annual report.
- Coordinates and assists on internal and external audits.
- Reviews contracts, orders, and documents of financial burden.
- Oversees the compensation reports, new hire reports, new employee State and Federal paperwork.
- Supervises receipt of grant funding revenues, expenses reimbursements, and coordinates selected grant requirements.
- Supervises functions and responsibilities of staff. Handles unresolved customer, vendor, regulatory, and financial issues arising at the staff level.

Examples of Work:

The following examples are illustrative of the duties assigned. This list is not exhaustive.

- Hires and manages subordinates in accordance with the Town Personnel Policy.
- Monitors the performance of staff in the accomplishment of assigned tasks.
- Supervises all financial and accounting functions, including but not limited to, accounts payable, utility billing, delinquent collection administration, general ledger, and payroll.
- Administers receipt of grants, grant programs, and grant accounting activities.
- Administers employee medical, dental, retirement, and worker's compensation programs.
- Prepares monthly and quarterly reconciliation of accounts and submits schedule of expenditures and revenues to Budget Committee and Selectboard. Meets monthly, or as otherwise required, with the Budget Committee.
- Coordinates annual audit plans and assists auditing firm to complete annual audit of all Town accounts and funds.
- Assists in development of annual operations and capital budgets for all departments.
- Plans preventive maintenance for all office and ancillary equipment.
- Coordinates office operations with Clerk/Treasurer.
- Performs other duties as assigned.

Required Knowledge, Skills, and Abilities

- Considerable knowledge of accounting and bookkeeping methods, principles, and GASB requirements.
- Considerable knowledge of data management, spreadsheet, desktop publishing, and office administrative software programs.
- Considerable skill in organizing, planning, and directing the work of employees on a daily basis, under a variety of conditions.
- Considerable ability to independently analyze problems and utilize problem-solving techniques, deal with multiple tasks, and respond to the public.
- The ability to work well with and as a part of a team, to be adaptable, and to be collaborative.

Training and Experience

The following standards express the minimum preferred background of training and experience. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

- Bachelor's degree in accounting, business, finance, public administration, or related discipline.
- Two (2) to five (5) years of experience in a management role.
- Experience with local government, particularly in Vermont, is strongly preferred.