



TOWN OF RANDOLPH, VERMONT

FINANCE DIRECTOR

Characteristics of the Class, General Nature of Work:

This position involves the supervision and management of all Department personnel and activities, to include accounts payable, payroll, and utilities billing. The Director is responsible for the planning, organizing, and direction of department personnel and work activities; and directs, administers and coordinates the finance and administrative functions of the Town to include accounting, financial reporting, investments, debt management, budget control, approval of invoices, insurance, regulatory reporting.

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

The Director is the chief administrative office of the Department and exercises authority in all matters of policy, operations, and discipline.

Supervision and Performance:

Employees in this classification work under the general supervision of the Town Manager. Performance is evaluated by the Town Manager.

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 for all Town Departments.
- Coordinates and assists on Town internal and external audits.
- Reviews contracts, orders, and documents of financial burden.

- Overseas 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 to positions of this class. No attempt has been made to be exhaustive in this listing.

- 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 town departments. Provides staff support to Budget Committee, Selectboard, and Department heads.
- 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.
- Three (3) years of supervisory experience in office management, accounting or associated field.
- Experience in or with governmental organizations or settings preferred.

Must be able to:

Lift 25 pounds.

Reach, lift, and use hands and fingers.

Read and interpret technical manuals, policies, and statutes.

Work Environment

The work environment is a typical indoor, office work area.

This is an exempt position.