

# Financial Director

# Town Administration

Grade 8

Effective: 1/20/26

**Purpose:** The Financial Director serves in the Town Administration Department and serves all Town Departments including the Library Department and Water Resources Department. This position is supervised by the Town Manager.

## General Responsibilities for all Town Departments:

- Responsible for all aspects of the general ledger, Accounts Payable, Utilities, Payroll, Tax Admin, and Assets Management accounting systems related to all of the Town's financial accounts and funds, including all journal entries and maintenance of system.
- Prepare quarterly financial reports for the Selectboard, Water and Sewer Commission, and Library Trustees, and monthly budget status reports for Department Heads.
- Reconcile general ledger to bank statements monthly.
- Reconcile funds monthly.
- Reconcile diesel fuel usage monthly.
- Manage all notes, bond payments, and debt requirements. Request quotes from financial institutions and submit applications for bonds and revolving loans with the Vermont Bond Bank.
- Prepare a draft of the budget while meeting with all Department Heads to forecast future expenses. Review the Capital Plan, and review current debt.
- Prepare a draft of the Capital Plan while meeting with all Department Heads to determine future capital expense needs.
- Perform all required annual adjustments and reconciliations, and provide auditors with all necessary backup documentation. Interface with auditors during the annual external audit.
- Prepare the Management and Discussion Analysis for the Audit Report.
- Prepare the annual Budget Status Report for the Town's annual report.
- Annually review all finance policies and changes to State statutes and Federal Guidelines. Update policies when necessary and present to the Selectboard for approval.
- Annually review all finance procedures and accounting controls and update when needed.
- Adhere to all Town policies and regulations in regard to safety and personnel matters.
- Train new Department Heads on finance related tasks that they will be responsible for, such as but not limited to, budgets, processing invoices, capital plan, and grant management.
- Other duties as directed by the Town Manager

## Human Resources & Payroll:

- Perform Human Resource tasks such as drafting letters of hire and going over hire packets with new employees.
- Submit workers compensation and disability claims.
- Educate employees on changes to insurance during annual open enrollment months.
- Maintain employee payroll and benefits files.
- Process bi-weekly payroll, track leave time, reconcile and process payment for fringe benefits.
- Complete necessary payroll tasks and related State and Federal reporting requirements

## Tax Administration:

- Develop the proposed tax rates for Selectboard approval.
- Complete necessary tasks related to tax administration for the Town, including preparing tax bills, mailing tax bills, corrections to tax bills and maintaining a record of delinquent taxes submitted to the Town by the Collector of Delinquent Taxes.
- Send monthly statements to property owners with past due balances.
- Post all current year taxes, interest, and penalties

Water Resources Department:

- Complete necessary tasks related to the Water Resources Department, including preparing and mailing quarterly bills, corrections to bills, sale of property bills, and maintaining a record of delinquent accounts.
- Follow State Statute requirements for notifying delinquent system users of possible shut off's and working with them on payment agreements.
- Assist with Annual Budget and rate changes.

Accounts Payable

- Review all Department Head approved invoices and purchase orders for accuracy and proper supporting documents.
- Input invoice and purchase order data into the accounting system; and prepare warrants for presentation to the Selectboard, Water Commission, and Library Board of Trustees for approval for payment.
- Print checks, obtain the Town Treasurers signature, and process the payments.
- Maintain vendor files and interact with vendors regarding account status.

Grants and Reimbursement:

- Maintain file and track revenues and expenses for special projects and all grant funded projects.
- Provide technical/financial information to Town departments.
- Review updates to State and Federal Guidelines, meet with Grant Managers, and prepare annual subrecipient report to the state.

Software and Education:

- Attend learning experience classes, in particular with NEMRC updates and state reporting requirements.
- Working knowledge, or ability to obtain working knowledge, of NEMRC municipal accounting system.
- Working knowledge of Microsoft Word and Excel.

Other duties as assigned

**Job Standards /Accountability**

The primary job function is to work with the Town Manager in performing financial duties of the Town in an efficient manner. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager. On approximately the same schedule as the Town Clerk's office hours, be available in the Town Office to interrelate with Town staff, general public and others, in a thoughtful and considerate manner. As this position involves handling of vital and financial records of private citizens, confidentiality in those matters is necessary.

**Working Conditions**

Physical requirements require the ability to type using a computer, ability to deliver bank deposits and financial documents to commercial banks and other locations, and the ability to answer the phone. These duties are performed within the office setting and may include work outside of the office such as attending workshops and some physical lifting of supplies and small equipment. Some remote work is allowed.

**Qualifications**

Bachelor's Degree in business finance, accounting, or an equivalent combination of work experience and education. Proficiency in office practices and procedures and the ability to operate office equipment, such as computer, copier, and postage meter is required. Proficiency in computerized accounting and in Microsoft Word and Excel. Filing and maintaining office records efficiently and accurately. Ability to maintain office records efficiently and accurately. Good knowledge of English, spelling, grammar, and punctuation and sense of humor is highly desired. Familiarity with the workings of local government is helpful but not required.