

POSITION DESCRIPTION

Class Title: Treasurer/Finance Director

FLSA: Exempt

Salary Range: \$85,000- \$90,000

Treasurer/Finance Director

GENERAL

This is a complex professional, administrative and supervisory position overseeing all of the technical and finance functions in maintaining the fiscal records and systems of the Town and serves as the Chief Financial Officer for the Town.

SUPERVISION RECEIVED

Direct supervision is received from the Town Manager, although considerable independent judgment is exercised in performing the daily functions of the position.

SUPERVISION EXERCISED: Exercises supervision over the Tax Collector, Tax Clerk, Accounts Payable/Payroll Clerk and Staff Accountant.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Acts as the Town's Chief Financial Officer.
2. Complies with the Town Charter. i.e. Article VII Financial Procedure/Budget.
3. Performs cost control activities; monitors revenues and expenditures to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
4. Provides monthly financial reports to Town Manager, all Department Heads and Town Council.
5. Prepares the annual budget with the Town Manager, including all presentation materials submitted to the Town Council and the public. This may include up to 13 weeks of attending Town Council Meetings during the budget process.
6. Serves as Chief Financial Advisor to the Town Manager.
7. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
8. Supervises the collection of all town revenues, including but not limited to taxes, various fees, motor vehicle excise taxes, and all other receipts in accordance with laws and regulations.
9. Oversees the posting and reconciliation of ledgers and accounts on a quarterly basis.
10. Responsible for the debt structuring of all town borrowings. This to include securing the best possible bond ratings for each issuance.

11. Oversees Accounts Payable processing.
12. Oversees Payroll processing along with submitting quarterly 941 reports.
13. Oversees W-2 processing at the end of the calendar year.
14. Oversees and is responsible for the investment of Town funds.
15. Develops financial studies and plans. Forecasts, estimates and monitors the financial condition of the Town to assure the fiscal well-being of the Town.
16. Responsible for the year-end audit process and preparation for the same. This to include the preparation of the Town's Comprehensive Annual Financial Report in compliance with GFOA guidelines.
17. Develops finance and related ordinances and resolutions.
18. Responsible for all Town insurances and management of claims filed on each.
19. Determines department work procedures, prepares work schedules, assigns duties and examines for exactness, neatness and conformance with policies and procedures; and studies and standardizes procedures to improve efficiency and effectiveness of operations.
20. Trains, motivates and evaluates department staff; assists subordinates in performing duties; adjusts errors and complaints; maintains harmony among workers; and resolves grievances.
21. Gathers, interprets and prepares data for studies, reports and recommendations with a constant proactive approach towards saving money for the Town.
22. Coordinates department activities with other departments and agencies as needed.
23. Oversees the central computerized financial and management information system of the Town.
24. Oversees the IT and Telecommunication services of the Town.
25. Makes presentations and provides professional financial advice to the Town Council, Town Manager, department heads, boards, committees, civic group, and the general public.
26. Perform general management duties as assigned by the Town Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and three (3) years of progressively responsible municipal finance work.

Necessary knowledge, skills, & ability

1. Extensive knowledge of modern governmental accounting theory, principles and practice.
2. Considerable knowledge of internal procedures and management information systems.
3. Extensive knowledge of public finance and fiscal planning.
4. Considerable knowledge of office automation and computerized financial applications.
5. Considerable knowledge of payables, receivables, and payroll.
6. Ability to prepare and analyze complex financial reports.
7. Ability to maintain efficient and effective financial systems and procedures.
8. Must be detailed oriented.
9. Highly skilled at learning previous budgets, CIP, municipal bonds, and enterprise funds, if necessary.
10. Ability to plan, assign and supervise the work of subordinates.
11. Ability to establish and maintain effective working relationship with Town Manager, Assistant Town Manager, Department Heads, Town Council and employees.
12. Ability to work with the Human Resource Manager on budgetary/personnel matters, and employee benefits.
13. Ability to communicate well both orally and in writing.
14. Able to support the Town Manager in his/her role by providing financial guidance; i.e. spreadsheets, suggestions, overviews, and explanations (both public and private meetings).

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; mainframe computer system; adding machine; telephone; copy machine; fax machine; leveling instruments; and measuring instruments.

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 frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision and the 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 normal for business office activity.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Resume and Application to:

Town of Old Orchard Beach
Attn HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com
Fax: 207-937-5732