

## Town of Hyde Park, VT

### Job Description

**Job:** Finance Director  
**Department:** Administration  
**Reports to:** Town Administrator  
**FSLA Status:** Hourly; Full-time Non-Exempt  
**Approved Date:** October 2021

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#### SUMMARY

The Finance Director performs work in the functional areas of general ledger maintenance and reconciliation, accounts payable, accounts receivable, payroll, and additional tasks under the supervision of the Town Administrator including overall financial management, accounting, reporting, budgeting, payroll, and internal auditing and financial record keeping. In office work required to start with some remote work hours possible after probation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Accounts Payable/Accounts Receivable/Payroll:

- Reviews payroll data from time sheets and other records, such as reimbursement requests for purchases and travel, processes payroll, prepares and distributes checks, maintains payroll records including employee leave time, prepares quarterly & annual reports and prepares W2's.
- Processes accounts payable on a timely basis and maintains vendor files, including W-9 submittals and workers' compensation insurance requirements. Prepares annual 1099 forms.
- Assists with the collection of all receivables including taxes and miscellaneous.
- Prepares general ledger adjusting entries. Prepares monthly, quarterly, and year-end reconciliations.
- Provides accounting support to the Town Administrator and town departments.
- Facilitates on-boarding of new employees, including benefits enrollment & payroll deductions, CDL Driver federal clearinghouse tasks and other human resource tasks, including completing the employee termination checklist
- Assists with the preparation of the annual Town Report and annual audit.
- Performs quarterly and annual filings such as VT Dept of Labor and Affordable Care Act.
- Organization of required grant records in preparation for grant audits and closeouts.
- Cross train and assist other town office staff as requested.
- Assists Town Administrator and Town Department Heads with monitoring and verifying accuracy of budget to actual reports, training on understanding balance sheets and compilation of annual budgets data, backup documents and projections.
- Directs the methods and procedures for all financial accounting records with the authority to recommend changes in implementation and maintenance.

- Develops, installs, and maintains accounting and budgetary systems which provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints, and budgetary controls.
- Directs and participates with independent auditors in annual audit of Town financial transactions.
- Assists in planning long range goals, objectives, organizational structure, and overall financial direction of Town departments.
- Provides direction and assistance to department staff and departments in the preparation and presentation of the annual budget, financial audit reports, revenue projections, implementation of auditor recommendations, and town policies and procedures.
- Provides technical advice, counsel, and direction to the Selectboard and department heads as necessary to insure effective administration and implementation of Town-approved policies, plans, procedures and systems, files various financial federal and state reports.
- Prepares and reviews monthly, quarterly, and annual balance sheets and schedule of revenues and expenditures.
- Researches financing options for the Town and makes recommendations to the Selectboard.
- Works with Town Treasurer, Finance Committee and Selectboard to evaluate and complete investments of municipal funds and closely monitor to obtain optimum return for the Town.
- Reviews the general ledger system for proper entries and compliance with state and federal regulations; prepares necessary reports.
- Reviews invoices for payment.
- Trains staff and department heads on changes in state and federal regulations, timesheet and pay reporting systems, NEMRC financial reporting capabilities, and general accounting principles as related to each function within the town financial system as needed.
- Implements and installs all changes to financial reporting system, as required.
- Represents the Town at various functions including community functions and business meetings with other organizations.

#### **QUALIFICATIONS:**

- Minimum: Bachelor's or Associates degree with at least 5 years of related work experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Preferred: A bachelor's degree in accounting or a closely related field; supplemented by a minimum of five years of experience performing computer automated municipal fund accounting, GAAP, budgeting, payroll, grants management, and other financially related analytical tasks or an equivalent combination of education and experience
- Excellent verbal and written communication skills.
- Working knowledge of municipal accounting, finances, and budgeting a plus.
- Ability to manage confidential information and always act with appropriate discretion.
- Proficiency with the Microsoft Office application suite (Word, Excel, PowerPoint).
- A working knowledge of benefits administration, and GASB with municipal accounting experience using NEMRC software is highly desirable, but not required.
- Must be able to create, use, manipulate and maintain Excel spreadsheets.
- Knowledge of and experience with information technology.

**KNOWLEDGE, ABILITIES ND SKILLS:**

Employee is expected to perform at minimum levels and progress to Advanced levels over time.

**Knowledge:**

Minimum: Knowledge of accounting, payment collections & deposits, payroll, personnel regulations, working knowledge of financial and office software applications.

Advanced: Advanced knowledge of public accounting, finance, budgeting and auditing principles, procedures and techniques and advanced knowledge of principles and practices of public finance administration including budget preparation.

**Abilities:**

Minimum: Ability to create, read, analyze, and interpret financial documents; ability to respond effectively to sensitive inquiries or complaints; ability to assist with budgeting; ability to communicate effectively both orally and in writing; ability to manage multiple tasks, ability to learn new software applications. Ability to provide excellent customer service to employees and residents and work collaboratively with co-workers.

Advanced: Ability to interpret and apply related federal, state, and local laws. Ability to prepare accounting/financial data projections, including financial charts, graphs and tables for reports and public presentation.

**Skills:**

Minimum: Proficient in financial management, business, mathematical and accounting skills, and computer applications; detail oriented; accuracy in data entry, excellent interpersonal communication skills and patience to train others in financial procedures and policy.

Advanced: Ability to prepare accounting/financial data projections. Ability to analyze and recommend approaches to accomplishing diversified duties. Independent thinking within the limits of guidelines, policies, standards, and precedents.

**Guidelines:**

Guidelines include governmental General Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GAS), State and Federal laws and regulations governing municipal financial administration, town and departmental rules and regulations, and town ordinances, policies, and procedures. These guidelines are sometimes clear and specific but may require some interpretation in application.

**Scope and Effect:**

The purpose of this position is to plan and direct the financial operations and management of the Town. Successful implementation ensures effective administration and implementation of approved financial policies, procedures, plans and programs.

**Physical Demands:** The work is typically performed with the employee sitting at a desk with intermittent standing or walking. The employee occasionally lifts less than 25 lbs. and work is typically performed in an office.

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