

## Town of Hyde Park, VT

### Job Description

<b>Job:</b>	<b>Finance and Administrative Manager</b>
<b>Department:</b>	<b>Administration</b>
<b>Reports to:</b>	<b>Town Administrator</b>
<b>FSLA Status:</b>	<b>Hourly; 35-40 hours per week Non-Exempt</b>

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#### SUMMARY

The Finance and Administrative Manager 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 remote work hours possible after probation. While this position is primarily a financial one, an “all-hands-on-deck” approach is taken to ensure a successful, harmonious small-office working environment. Position is expected to retain constant awareness of the Town’s financial position and highlight successes and challenges to elected officials.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

##### Payroll and Human Resources

- Work with outside payroll company on biweekly payroll (may be brought in-house at some point), on tax reporting, maintaining earned leave time records and other payroll processing tasks, including ensuring quarterly and annual taxes are filed by their respective due dates
- Review payroll data from time sheets and other records, such as reimbursement request, and making payments for child support, retirement accounts and union dues by their respective due dates
- Facilitate 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 within three days of employees first day of work
- Perform quarterly and annual filings to VT Dept of Labor new hire reporting and VT Department of Taxes
- Create, monitor, and maintain up-to-date online financial forms, logins, and payment portal accounts

##### Accounts Payable

- In accordance with the Town’s Internal Controls Policy, prepare, process, and record all accounts receivable and payable to pay bills on a timely basis; reconcile bank and credit card accounts monthly
- Process accounts payable to ensure payments are received within vendor’s deadline, and maintains vendor files, monitor transactions, including W-9, 1099 forms and contractor insurance and workers’ compensation insurance requirements.
- Ensure proper coding of invoices by departments and post warrants online as requested by the Selectboard
- Prepare annual 1099 forms

##### General Ledger

- Prepare general ledger adjusting entries and monthly, quarterly, and year-end reconciliations within 15 days of the end of each period
- Review and perform journal entries and ensure information is consistent across NEMRC modules
- Prepare monthly, quarterly, and annual balance sheets and distribute to departments within 15 days or more frequently if requested by town staff and town officials
- Post financial reports to town finance page on at least a monthly basis for access by the public, departments, public and town officials

**Other**

- Assist Town Administrator with the preparation of the annual Town Report, annual town budget and annual audit as requested
- Maintain filing system for quick access during audits, grant closeouts, and vendor inquiries
- Cross train and assist other town staff if requested on how to access financial records and reports using NEMRC modules, and assisting town staff with the review and understanding of town financial reports
- Research financing options and makes recommendations to the Selectboard when requested
- Work with Town Finance Committee, assisting with reports and projections as requested

**QUALIFICATIONS:**

- Minimum: 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: Five years of experience performing computer automated municipal fund accounting (NEMRC experience ideal) and budgeting
- Excellent verbal, written and interpersonal communication skills
- Ability to manage confidential information and always act with appropriate discretion
- Proficiency with the Microsoft Office application suite (Word, Excel, PowerPoint, TEAMS)
- Must be adaptable and flexible with team spirit

**KNOWLEDGE and ABILITIES:**

The position involves a significant amount of contact with staff, volunteers, town department heads, vendors and state or regional agencies. The ability to manage multiple deadlines and meet statutory deadlines is important and may temporarily increase employees stress and employee will need to know when to request assistance from other staff. This involves frequent interactions that may be of a sensitive or confidential nature. Discretion and sound judgment is required. Must be able to relate well to individuals that are seeking town financial information and have patience to explain processes and reports and know when to refer requestor to another town official. Knowledge of accounting, payment collections & deposits, payroll, and personnel regulations sufficient to interpret financial documents and make recommendations on changes and improvements; 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. 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, including understanding or interest in learning 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. The GAAP and GAS guidelines are sometimes clear and specific but may require some interpretation in application and additional technical resources are available to assist employee.

**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 setting.

*END OF J.D.*