



**How to apply:** Please click on the link below. We'd like to get to know you better through a few questions. Thank you for applying and your interest in our Town.

Click here to apply: <http://www.townofbrattleborojobs.org/>

### **Job Description**

**Title:** Finance Director

**Department:** Finance Department

**Nature of work:** Supervise, interpret, and communicate the fiscal operations of the Town, to support and provide guidance to Department Heads, Town Manager, Selectboard, and general public.

**Work Schedule:** Monday – Friday; 37.5 hours per week (8:30 am – 5:00 pm) Occasional evening meetings are required.

**Supervision Received:** Receives direct supervision from the Town Manager.

**Supervision Exercised:** Exercises direct supervision over all Finance Department staff and exercises independent authority over financial matters in support of all governmental operations.

### **Essential Responsibilities:**

- Evaluate, develop, and recommend fiscal policy that will result in sound fiscal management and effective internal financial controls.
- Analyze, interpret, and communicate financial operating results and projections to provide information and guidance to Town officials and provide technical support to Town departments.
- Maintain all official accounting records in conformance with generally accepted government accounting principles.
- Oversee the payroll, accounts receivable and accounts payable processes, including maintaining a purchasing policy manual and purchase order system.
- Supervise and train assigned personnel to ensure development of full work potential.
- Coordinate the annual audit and prepare the Town's Annual Financial Report.
- Assist the Town Manager and department heads with the preparation of the annual budget and Town Report.
- Monitor and control all expenditures in accordance with budget appropriations and funding regulations.
- Establish financial and budgetary control measures.

- Develop the necessary financial forms, receipts, vouchers, bills, and claims to be used within the organization.
- Oversee the billing and collection of property taxes and water/sewer user fees, including the development of annual property tax and utility billing rates.
- Manage the Town's investment program and forecasts financial needs, cash flow, and revenue trends.

**Non-Essential Duties and Tasks:** *The responsibilities and duties listed above are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**Competencies Needed:**

*We will consider any combination of relevant work experience, volunteering, education and transferable skills as qualifying, unless specifically stated as required.*

- Extensive experience in financial management and fund accounting. Public finance experience preferred. Requires a high school diploma or equivalent, supplemented by college level course work, or relevant experience or degree in accounting, finance or relevant field.
- Thorough knowledge of regulations, policies, and procedures which apply to accounting and financing in municipal government.
- Ability to formulate, initiate and administer policies and procedures for effective fiscal control.
- Proven ability to plan, delegate, and supervise personnel.
- Ability to present and communicate ideas and concepts in public and private, verbally and in writing.
- Ability to work independently on difficult or complex tasks while exercising independent judgement.
- Ability to exercise good judgment, courtesy, and tact in receiving office calls and in making proper disposition of problems and appointments.
- Ability to establish and maintain effective working relationships with other employees from the Town as well as from other agencies and the public.
- Techniques and practices for dealing with individuals from various socioeconomic and ethnic groups in person, on the telephone and/or any form of communication.
- Must be able to learn and retain instructions, policies and procedures.

**Work Environment:** Bending, reaching, lifting, and occasionally moving up to 25 pounds. Frequent sitting. extensive use of computer and keyboard. Must tolerate moderate noise levels and interruptions in an office environment. Work is performed mostly in office setting.

**Union Status:** Exempt employee; Non-Union Status

*The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQ applicants, and people from other underrepresented groups to apply recognizing and respecting that diverse perspectives and experiences are valuable to our team and essential to our public service.*