

## TOWN OF CANTON

**TITLE:** Finance Officer / Treasurer

**CLASS:** Exempt

**DEPARTMENT:** Finance

**DATE:** October 25, 2017

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### **POSITION DESCRIPTION**

The purpose of the Finance Officer / Treasurer position is to assure the development and maintenance of the town's fiscal stability by directing and administering the town and school district's funds, accounts payable and receivable, accounting controls, cash management and payroll. The Finance Officer / Treasurer assists the Chief Administrative Officer and Superintendent of Schools with purchasing controls, health benefits, pension, insurance and preparation and monitoring of the municipal and education budgets. The Finance Officer / Treasurer is required to exercise considerable independent judgment in administering and managing the financial activities of the town and school district according to governmental accounting standards. The Finance Officer / Treasurer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **SUPERVISION RECEIVED**

The Finance Officer/Treasurer works under the immediate supervision of the Chief Administrative Officer and receives direction from the Superintendent of Schools. The Finance Officer / Treasurer receives policy direction from the Boards of Finance and Education.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

#### *Financial Planning and Budgeting:*

- Plans, organizes, initiates and directs comprehensive municipal finance systems; develops short term and long range comprehensive financial goals; responsible for application of sound financial practices; prepares appropriate financial reports and makes presentations of town and school district's finances.
- Works with the Chief Administrative Officer in the formulation of the town's annual operating and capital budget and the Superintendent of Schools in the formulation of the school district's annual operating and capital budget as follows:
  - Preparation of the budget development schedule for the appropriate staff and boards.
  - Preparation of all budget forms and calculations.
  - Review and analysis of budget requests by schools, departments, boards, commissions, and outside agencies to ensure accuracy and complete information.
  - Preparation of budget proposals for review and approval by the Board of Selectmen and Board of Education.
  - Coordinates comprehensive budget presentation material for Boards of Selectmen, Education and Finance as well as the public.
  - Attends and makes presentations at various board meetings related to the budget proposals.
- Supervises and manages town and school district expenditures including payroll and accounting functions for local, state and federal funds.
- Prepares monthly financial statements and other financial analyses as needed. Manages debt budget, assists with preparation of bond funding, manages bond accounts, prepares documents for bond sales and bond rating, monitors capital projects and prepares reports for reimbursements; maintains schedule of all town debt, calculates mill rate impact of bonded projects and analyzes financial options for such projects.

- Prepares and administers operating budget for the consolidated Finance Department; presents budget to the Chief Administrative Officer and Board of Selectman.

*Accounting and Reporting:*

- Manages, administers and supervises Finance Department staff and functions including payroll; accounts receivable and payable; reconciliation of bank statements, grant funding, processing and control; fixed assets; accounts and fund management; preparation of weekly and monthly financial and budgetary reports to monitor expenditures and revenues.
- Performs accounting work in the recording and reconciling of town revenues from the tax collector and other sources; prepare journal entries maintaining accounting controls of town expenditures; supervises purchasing procedures by auditing bills and invoices; monitoring and maintaining accounting controls of general ledger, fund accounting and general overall accounting system; reconcile reports from the treasurer; implement new accounting procedures as needed.
- Coordinates the year-end financial audit for the town; prepares various schedules and spreadsheets for use in supporting documentation for the external auditors.
- Prepares the Comprehensive Annual Financial Report (CAFR).
- Prepares and/or administers the required school district financial reports (i.e. ED001, ED014).
- Coordinates the development, administration, evaluation and improvement of data management services.

*Grant Applications and Reporting:*

- Initiates, processes and manages all financial aspects of State and Federal Grants for the town; prepares financial information for grants and prepares all grant reimbursement documentation.
- Assist the Director of Pupil Personnel Services with the filing and budget preparation of school district state and federal formulary grants.
- Monitors expenditures of grant monies to insure maximum benefits to the school district.
- Process monthly cash management request through the State Department of Education (ED 111).
- Completion of year-end expenditure reports for SDE (ED141).

*Insurance:*

- Assists in the administration of various insurance programs such as medical insurance, liability and property insurance, workers compensation; voluntary benefits such as Flexible Spending Accounts and oversees the option of employees to purchase supplemental benefits.
- In accordance with the school district's programs, coordinate student, athletic, workers' compensation, liability, automobile and property insurances.

*Treasurer:*

- Recommends policies for investment to Board of Finance.
- Assure that revenues records are in agreement with financial reports, banking procedures and investment policies are followed; insures funds are allocated to correct account.
- Ensures disbursement of funds for all authorized purposes, signs accounts payable and payroll checks.
- Plans and manages investment of Town funds in accordance with investment policies and goals, and state and Federal regulations.
- Collects and reports the data and information necessary to prepare and may assist with cash flow projections and the evaluation of the Town's cash requirements.

**OTHER ESSENTIAL FUNCTIONS:**

- Assists the Chief Administrative Officer and Superintendent of Schools with administration of purchasing procedures by revising bidding and purchasing policies; evaluating bid proposals; and reviewing purchases for compliance with policy.
- Prepares financial analysis and impact of labor negotiations.
- Develops department policies and procedures and assigns, trains and supervises staff. Works with the Chief Administrative Officer on such personnel actions as hiring, termination and discipline as it relates to the Finance department staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of governmental accounting.
- Thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance.
- Thorough knowledge of proper cash control, reconciliation procedures, cash flow analysis techniques and investment methods.
- Knowledge of practices and principles of generally accepted government accounting principles.
- Knowledge of state and federal laws and regulations related to municipal finance operations.
- Knowledge of municipal budget procedures.
- Working knowledge of overall municipal operations, cash management, pensions, payroll, insurance and health benefits.
- Ability to develop short term and long range comprehensive financial plans and analysis.
- Ability to oversee and maintain detailed and accurate records using data processing.
- Ability to learn new computer technology; ability to collect, organize, analyze and interpret complex financial data.
- Ability to establish and maintain effective working relationships with town staff and officials; ability to read and understand financial and legislative documents.
- Ability to manage multiple priorities; ability to plan and prioritize department operations to meet established statutory deadlines.
- Ability to work effectively with elected and appointed officials, contract providers, employees and the general public.
- Ability to assign, train and supervise staff, ability to prepare and administer an operating budget for the department and town.
- Excellent verbal and written communication skills.
- Aptitude for working with people and maintaining effective working relationships with various groups.
- Highly proficient skills in the use of office computers and financial software applications.
- Skill in working with numbers, their calculation and significant detail; skill in using the above mentioned office equipment.
- Skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff.

**REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.

- Ability to lift up to 35 pounds necessary to move office files or equipment.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to concentrate on fine detail with constant interruption and to attend to task/function for more than 60 minutes at a time.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/ her own transportation.

### **REQUIRED MINIMUM QUALIFICATIONS**

Qualifications generally acquired with a Bachelor's Degree in accounting or some closely related field with more than five years of increasingly responsible work experience, preferably in municipal and educational settings, including supervisory experience or an equivalent combination of education, work experience and training.

### **LICENSE OR CERTIFICATE:**

- Must have ability to obtain a School Business Manager Certification SDE 085 within one year of employment.

Note: The above description is illustrative only. It is not meant to be all-inclusive.