



TOWN OF GILFORD
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HELP WANTED

FINANCE DIRECTOR

The Town of Gilford is currently accepting applications for the position of Finance Director. This is a year-round, full-time position with excellent benefits in accordance with the Town's Personnel Policies. The starting salary range is \$72,800-\$87,327 DOQE. A copy of the job description is available upon request.

The Finance Director is responsible for the management and oversight of municipal accounting and assessing operations under the direct supervision of the Town Administrator with general direction provided by a 3 member Board of Selectmen. Duties include: processing payroll, accounts payable and accounts receivable; budget preparation and administration; oversight of information technology systems; coordination of annual auditing services; cash flow management; review and processing of abatements and tax exemptions; and interaction with other government officials in the reconciliation of financial reports. The ideal candidate will have a college degree in accounting with prior experience in municipal finance, contract administration and staff supervision.

Applicants must have excellent organizational and communication skills along with a proven record of dedication to superior job performance.

Letters of interest with a resume and statement of qualifications must be submitted to the Town Administrator by 5:00pm on Friday, July 29. EOE.

TOWN OF GILFORD, NH
FINANCE DIRECTOR

JOB SUMMARY

Performs highly responsible administrative and professional work in directing all operations of the Finance Department, which includes support for property appraisal and general assistance functions.

SUPERVISION RECEIVED

Work is performed with considerable independence under the general administrative direction of the Town Administrator, and policy direction under the Board of Selectmen, with input from the elected Town Treasurer, and is reviewed through conferences, reports, program results and goal-setting.

SUPERVISION EXERCISED

Provides supervision over Bookkeeper, Account Clerk, Assessing Technician, and Assessing Clerk. Evaluates and completes performance evaluations, disciplines subordinates and allocates staff resources according to work flow and demand.

ESSENTIAL FUNCTIONS

(Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- ❑ Reviews weekly preparation and processing of payroll and accounts payable and receivable.
- ❑ Maintains complete financial records for all funds and prepares related financial, budget, and forecasting reports as requested.
- ❑ Interacts closely with Treasurer relaying deposits and disbursements to insure sufficient funds on hand to cover the organization's cash flow needs.
- ❑ Monthly reconciliation against the Treasurer's report.
- ❑ Interacts with and provides information for town departments, committees and commissions, and the public regarding revenue, expenditure, and payroll matters; explain town policy and accounting procedures relative to these matters.
- ❑ Works closely with Town Clerk-Tax Collector and Technology Coordinator to reconcile accounts, prepare property tax, utility bill and Capital Cost warrants; address technological needs and develop solutions, and insure proper operation of software.
- ❑ Assists Town Administrator with development of annual budget; assists Director of Planning with Capital Improvements Plan project financing; coordinate annual audit with contracted auditing firm.
- ❑ Oversees administration of employee benefits, including Section 125 Flexible Benefits Program.
- ❑ Leads organizational effort to comply with GASB 34 requirements.
- ❑ Perform other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Comprehensive knowledge of accounting methods and the ability to apply and adapt such methods to a variety of accounting procedures; ability to perform detailed work involving written and numerical data and to make complex arithmetic calculations; ability to interpret financial statements and to develop complete and accurate reports of varied complexities; ability to maintain good working relationships with other Department Managers, the public and other

Finance professionals; ability to speak and write effectively; organize, assign, supervise, inspect and coordinate the work of professional, technical and staff personnel and consultants engaged in preparing comprehensive financial reports, analyzing problems, designing software solutions.

MINIMUM QUALIFICATIONS

Graduation from a recognized college or university with a degree in accounting, finance, or related course of study, with continued education in such areas as municipal finance, capital improvement financing, GASB 34 implementation, and five years of progressively responsible professional experience in municipal finance; or any equivalent combination of education and experience which demonstrates possession of the required knowledges, skills and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extensive periods of time, stand frequently, use hands to finger, handle and feel objects or controls, reach with hands and arms, bend, lift and/or move 25 pounds or less.