



Position Title: Director of Finance & Human Resources

Classification: Town Management

Direct Report: President, Town Treasurer, and Town Administrator

Classification Description Summary

Under direction, performs a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports; coordinates and supervises various accounting activities; assists in the preparation of annual audit and year end closing; and provides highly responsible staff assistance to management staff. Also manages the human resources and benefits for Town staff.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Manages the day-to-day and long-term financial operations of the Town.
- Responsible for calculating and preparing payroll checks, reporting and paying payroll taxes and
- preparing and distributing payroll reports.
- Administer general accounting system for revenues, expenditures and journal entries.
- Close monthly accounting and reconcile all bank and other accounts.
- Assist Town Manager in budget preparation and preparing for annual audit.
- Compile and prepare monthly, quarterly and annual reports.
- Collect all revenue streams for Town including fees, taxes and liens.
- Supervises the fiscal operation of the Town and prepares an annual budget for the Town Council's
- review and presentation at a public hearing.
- Recommends, implements and monitors internal financial controls and financial policies across
- departments.
- Prepares grant applications, ensures compliance with Federal regulations and prepares reports.
- Maintains fixed asset records for all Town equipment, property, and the fleet assets.
- Recommends, implements and monitors all Town investments, and interest-bearing accounts.
- Administers retirement and health benefits program.
- Researches and recommends changes to the employee benefits program to the Town Manager.
- Maintains personnel medical files.
- Assists with Town risk management and training.
- In conjunction with the Town Manager, serves as the Town's Privacy Official in matters related to the privacy requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) in connection with the Town sponsored health plan for employees.
- Performs related duties as required.

- Participation in the Maryland Government Finance Officers Association is required. Participation in other related professional organizations is encouraged, as funds are available.
- Perform other duties as assigned.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software including Microsoft Office, automated payroll services and financial software.
- Ability to establish and maintain effective working relationships with subordinates, Town Council, other
- Department Directors and to deal with public relations problems courteously and tactfully.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to communicate effectively with other members of the staff, supervisor, and the public in both written and verbal form.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field. Master's degree preferred.

Experience:

Two years of increasingly responsible professional-level municipal/governmental accounting experience.

Supplemental Information

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Compensation & Benefits

- Current starting salary- N/A
- Full health, dental, and vision benefits
- Annual/vacation, sick, bereavement, and paternity leave.
- Maryland State Retirement System