

DIRECTOR OF FINANCE

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a moderately complex nature involving a responsibility for assisting the Town Supervisor in the performance of the fiscal duties for which he is responsible. Appointments to this position are made by the Town Supervisor and incumbents serve at the Supervisor's pleasure. Related duties in the personnel area such as payroll, personnel record keeping and administration may be assigned as additional duties provided such additional duties occupy less than half the total time involved. The work is performed under the general supervision of the Town Supervisor. Supervision may be exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares preliminary town and capital budgets;
Administers the preparation of financial reports;
Administers town's bookkeeping and accounting functions;
Maintains town indebtedness records;
Prepares grant applications for projects involving federal or state funding;
Oversees the obtaining and utilization of revenue sharing and other federal funds;
Plans and reviews administrative and financial policies;
May administer the preparation of payrolls, payroll tax reports and maintenance of insurance records;
May administer the maintenance of the town's personnel records;
May administer personnel acquisitions, terminations and related personnel actions;
May administer or assist in the administration of labor agreements between the Town and its employee organizations to include but not necessarily limited to salary plan administration;
Performs such other related work as may be assigned by the Town Supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws and statutes related to the fiscal operation of a town; good knowledge of accounting principles, practices and techniques, particularly as they relate to governmental accounting; good knowledge of office terminology, procedures and equipment; good knowledge of office management and supervisory techniques; working knowledge of wage and salary administration; ability to maintain comprehensive accounting records and to prepare financial statements and reports; ability to carry out oral and written instructions.

MINIMUM QUALIFICATIONS: Qualifications determined by the Town Supervisor.