

Finance Administration

Peter McHugh, *Finance Director*

Sue Gibney, *Accountant*

Peter Lund, *Payroll/Accounts Payable/Benefits Management*

Department Operations:

- Record, review and/or manage all financial transactions, revenue, and disbursements of the town. These duties include processing warrants and payrolls.
- Create instructions, procedures, controls and policies for financial functions.
- Manage all cash and investments.
- Manage Town Banking Relationships
- Manage insurances.
- Manage debt service and bond issuances.
- Oversee all accounting functions of the Town, including cash reconciliation, audit management, and preparation of the Comprehensive Annual Financial Report.
- Complete an Annual Operating and Capital Budget.
- Manage purchasing process for multi-departmental items.
- Assist in managing Town contracts.
- Prepare financial analyses.
- Manage financial reporting on a monthly and ad-hoc basis.
- Manage accounting and financial modules for the MUNIS (financial) system.

Fiscal year 2015 projects:

- Creation of Monthly Department Expense Variance Reports that allow Department Heads to see their Financial Results in a more timely and consistent manner.
- Work with all town departments including Falmouth schools to maximize our savings in fuel and energy costs.
- Continue creation of written procedures, guidelines and policies library for financial and accounting functions for intradepartmental and interdepartmental use and guidance.