

<p style="text-align: center;">Town of Falmouth, Maine Position Description</p>

Position Title: Finance Director
Reports To: Town Manager
FLSA Status: Exempt

Department: Finance
Date: February 2024

GENERAL SUMMARY:

Under the general direction of the Town Manager, oversees a \$40 million average cash portfolio and is responsible for the custody, collection, disbursement, and investment of the town funds. Directs all financial functions of the town, including accounting, audit, cash management, budget, purchasing, bonds/debt management, insurance administration, payroll, accounts payable and tax billing. Manages the department and has direct responsibility for its organization, general administration, and efficient operation. Exercises considerable independent, professional judgment and initiative in implementing and administering policies and directing work in accordance with applicable laws and regulations.

ESSENTIAL JOB FUNCTIONS:

- ◆ Prepares monthly and annual reports regarding the financial status of the town, including year-to-date budget targets, as may be required by the Town Manager, Town Council, or auditors.
- ◆ Prepares the municipal budget in cooperation with the Town Manager, Assistant Finance Director, and department heads, and performs expenditure and revenue control to ensure proper budget administration.
- ◆ Coordinates the town's annual external financial audit, working with an outside firm; prepares all accounts and financial statements for audit.
- ◆ Oversees town purchasing and procurement functions, maintaining fiscal control over all expenditures to ensure compliance with budget.
- ◆ Oversees town borrowing/debt administration, and post issuance compliance, including bonds, tax anticipation notes, etc.
- ◆ Monitors investment of town funds; researches investment opportunities, makes decisions based on length, type, and yield, compliance with the Town Investment Policy, and tracks interest earned.
- ◆ Responsible for the establishment and oversight of the town's risk management program. Administers town's insurance policies.
- ◆ Oversees the town's accounting functions in accordance with the principles and practices of municipal accounting.
- ◆ Attends Town Council and other meetings as directed to provide financial updates. Staffs the Finance Committee.
- ◆ Performs and/or directs and supervises the administrative work of the department including short and long-range planning, preparation and administration of department budget, maintenance of records, and requisitioning of materials.
- ◆ Oversees the town's annual senior tax assistance program.
- ◆ Directs, coordinates, and evaluates the work of department personnel to ensure quality work product and compliance with applicable regulations.
- ◆ Monitors net energy billing credits received from the town's landfill solar array.
- ◆ Oversees long-term electric supply contracts and annual fuel procurement contracts.
- ◆ Conducts assigned research, procedural and administrative studies; prepares reports and makes recommendations based on findings.
- ◆ Conducts special projects as directed by Town Manager.
- ◆ Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- ◆ Bachelor's degree required, Master's degree preferred and/or duties require knowledge equivalent to a Master's degree in Public or Business Administration, Finance, or Accounting, with at least eight years of progressively responsible related experience, including experience managing the receipt, deposit, and disbursement of large amounts of funds involving a number of accounts. CPA/CMA certification desired.
- ◆ Thorough knowledge of, and the ability to apply, the principles and practices of short- and long-term planning, organizing, staffing, directing, coordinating and delegating, reporting and budgeting, and financial administration in the operation of a municipal department.
- ◆ Thorough knowledge of the principles and practices of municipal accounting and of municipal cash management.
- ◆ Considerable knowledge of the laws and regulations related to municipal accounting, budgeting, finance and cash management. Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
- ◆ Leadership, supervision, judgment, and decision-making abilities.
- ◆ Remain current with GASB and other accounting standards.
- ◆ Ability to communicate effectively and courteously with various groups and individuals, including the public, and to maintain effective work relationships.

SUPERVISORY RESPONSIBILITY:

- ◆ Directly supervises the activities and performance of the Assistant Finance Director, Payroll and Benefits Administrator and Accounts Payable Specialist. Carries out supervisory responsibilities in accordance with the Town of Falmouth's policies and applicable laws.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job.

The work environment is fast-paced with frequent interruptions. Work is performed under tight deadlines with prolonged periods of medium to high stress.

Position requires the ability to work in an office setting. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; etc. Must be able to lift 25 pounds.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, etc. The work area is adequately lighted, heated, and ventilated.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

<p>External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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