

TOWN OF LITCHFIELD

FINANCE/HUMAN RESOURCES MANAGER JOB DESCRIPTION

Job Summary:

Performs a variety of technical, administrative, and supervisory work in planning, organizing, directing and implementing financial management and human resource functions for the Town.

Supervision Received:

Works under the general guidance and direction of the Board of Selectmen and the Town Administrator.

Supervision Exercised:

Directly supervises the Finance Assistant and may supervise other staff on occasion for tasks and projects assigned in collaboration with the Town Administrator.

Essential Duties and Responsibilities:

- Ensures all financial transactions are entered into the Town's accounting systems
- Maintains internal control procedures and assures that state and national standard accounting procedures are maintained including conformance with GFOA, State of NH Department of Revenue Administration and GASB.
- Collaborates with Town Clerk/Tax Collector and Treasurer to reconcile all Town funds
- Oversees production of Town's payroll, withholdings and related federal/state submissions
- Generates and distributes financial reports for Town departments and committees
- Prepares requests for fund transfers for approval by Board of Selectmen and execution by Treasurer.
- Reviews financial status of the Town on a routine basis and provides reports on such status to Town Administrator as needed.
- Oversees Accounts Receivable for all Town departments
- Works with Town's auditors to complete annual review of Town's financial operations
- Works with Town Administrator to implement any corrective or adjusting actions recommended by the Town's auditors
- Manages the Town's purchase order program. Reviews submissions to ensure compliance with Town's purchasing policies.
- Produces regular cash flow reports for Town Administrator and Board of

Selectmen review

- Tracks all grant related transactions and compliance requirements.
- Maintains fixed asset inventory
- Oversees tracking of impact fee program.
- Serves as primary liaison with Town's contracted assessor.
- Oversees processing of assessing data changes and property transfers in Assessing software.
- Processes all requests for tax abatements and exemptions.
- Generates property tax warrants for Board of Selectmen.
- Processes all timber tax, land use change tax, excavation tax related functions
- Maintains all personnel records for positions under the jurisdiction of the Board of Selectmen
- Processes all enrollments for benefit programs offered by Town and maintains Town's participation requirements in such programs.
- Oversees filing and processing of all Workers Compensation claims and notices.
- Maintains system tracking employee leave time, including notices, correspondence with employee and Department Head.
- Oversees filing and processing of all Property-Liability insurance claims
- Works with the Town Administrator to produce and implement financial and human resource policies as needed

Peripheral Duties:

- Works collaboratively on tasks as requested by the Board of Selectmen and/or Town Administrator.
- Represents the Town in the absence of the Town Administrator.
- Participates in professional development opportunities and identifies training opportunities appropriate for Town staff.

Necessary Knowledge, Skills and Abilities:

- Thorough knowledge of municipal fund accounting.
- Understanding of state and federal wage and hour requirements.
- Knowledge of operation of Town's various benefit programs.
- Ability to train, supervise and lead subordinate personnel.
- Ability to maintain confidentiality of financial, human resources and health related information.
- Ability to communicate effectively, both orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors and the public.

Education and Experience:

- Graduation from an accredited four year college or university with a degree in accounting, finance, business administration and/or at least five years of progressively responsible municipal finance work.

Tools and Equipment Used:

- Computers and other general office equipment

Physical Demands:

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

- While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms.
- The employee must frequently lift and or move up to 5 pounds and occasionally lift and or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance and the ability to adjust focus.

Work Environment:

- Work is performed primarily in office.
- The noise level in the work environment is usually quiet in office settings.

Approved BOS November 28, 2011