

DIRECTOR OF FINANCE

DEPARTMENT:

Village of Enosburg Falls Department of Finance and Administration

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES

Administers and coordinates the finance and administrative functions of the Village to include accounting, financial reporting, investments, debt management, budget control, approval of invoices, insurance, preparation of property tax bills, regulatory reporting, and data processing management. Provides guidance to the Staff Accountant and Customer Service Representative positions.

SPECIFIC DUTIES AND REPSONSIBILITIES:

- Prepares and completes monthly and annual financial reporting for all Village departments to include the posting of all journal entries, cash receipts and accounts payable vouchers, accounts payable approval, account reconciliation, and accrual and prepaid accounting.
- Maintains financial reports and records.
- Prepare comprehensive monthly financial reports for the Board of Trustees, including detailed variance analysis against approved budgets.
- Assist the Village Manager with the preparation of financial reporting and analysis for each of the Village department on a quarterly basis.
- Handles all cash management to include bank deposits, cash requirements planning, revenue forecasting, account statement balancing, check return and voiding, bank relations and bank accounts.
- Coordinates, manages, and maintains liability, property, workers compensation and unemployment insurance for all Village property, equipment, and activities.
- Manages all notes, bond payments and debt requirements for the Village. Obtains financial quotes and provides financial reports and records as required to obtain financing to include tax anticipation notes, current expense loans and long-term borrowings.
- Prepares property tax bills and oversees tax collection.
- With the Village Manager, prepares the annual budget and annual report for all Village departments.
- Coordinates and assists with the Village's internal and external audits.
- Reviews contracts, orders, and other documents of financial burden
- Oversees management of personnel files, workers compensation reports, new hire reports, new employee state and federal paperwork. Coordinates new employee and ongoing random drug-testing.
- Identifies grant opportunities and coordinates the preparation and submission of grant applications.
- Handles receipt of grant funding revenues, expense reimbursements and coordinates selected grant requirements.
- Provides guidance and direction to staff in the execution of their functions and responsibilities, stepping in to support and address complex or unresolved customers,

vendor, regulatory, and financial issues escalated from the staff level. Attends and writes minutes for Village of Enosburg Falls Board of Trustees meetings.

SUPERVISION RECEIVED:

The Director of Finance reports directly to the Village Manager and usually works independently.

SUPERVISION EXERCISED:

Provides guidance and support to the Staff Accountant and Customer Service Representative in carrying out their roles and responsibilities. In the absence of the Village Manager, exercises decision-making authority on operation and administrative matters, consistent with established policies and with direction from the Board of Trustees.

QUALIFICATIONS:

- Minimum of the completion of two years of recognized post-secondary education with a major field of emphasis in finance or business administration with a preference given to a bachelor's degree with emphasis in finance or business administration or a related field with a minimum of two years related experience
- Knowledge of generally accepted accounting principles particularly as applied to municipal finance and electric utilities
- Must be able to prepare and analyze income statements, changes in financial condition and balance sheets.
- Must be able to clearly and concisely express ideas in writing and orally
- Must be able to meet and deal with the public
- Must be fluent in computer usage, particularly in the use of word processing, data base, spreadsheets, and accounting software systems

TERMS OF EMPLOYMENT:

- Must maintain a good character profile with the public during all working hours, while performing any assigned duties
- Must have the ability to cooperate and establish effective working relationships with co-workers and supervisors