

FINANCE DIRECTOR

EXEMPT
ESSENTIAL

GENERAL DEFINITION AND CONDITIONS OF WORK:

The position must comply with all provisions in the current version of the Town of Chincoteague employee policy handbook. Performs difficult technical and intermediate administrative work supervising and participating in office supervision and administrative operations; does related work as required. Work is performed under the general supervision of the Town Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising and providing financial and administrative assistance tasks; preparing and processing tax bills; preparing and maintaining financial and office files; training staff; preparing studies and reports; assisting the public.

Plans, organizes, directs and participates in office assistance and a variety of financial and administrative activities;

Prepares documentation and assists with annual audit; instructs and trains new employees and evaluates their work performance;

Attends Council meetings; takes and transcribes minutes; prepares and publicizes notes, reports and actions taken at meetings; helps prepare agenda packets for Town Council meetings;

Monitors, receives and maintains a variety of cash funds and accounts;

Oversight and responsibility for all banking activity and transactions; Performs bank reconciliations.

Manages all Town funds and accounts and is responsible for adherence to Town stated financial policies.

Oversees and coordinates financial and payroll activities;

Assists the Town Manager on special projects and as otherwise required;

Calculates and processes real estate and tangible property tax bills; supervises the processing, mailing and collection of taxes and other receivables;

Oversees and directs software vendors with regard to set up and maintenance of financial software system;

Analyzes financial, statistical and other pertinent data to determine future needs;

Composes correspondence independently as requested; researches and prepares responses to inquiries; resolves complaints or refers to appropriate department;

Prepares a variety of activity and financial reports concerning activities;

Retains constant awareness of the Town's financial position and act to prevent problems;

Oversee all audit and internal control operations;

Ensure adherence and compliance to applicable finance and tax laws and guidelines;

Reviews departmental budgets and provides reports to department heads.

Coordinates Town's social media accounts and website.

Organizes and attends office archives.

Coordinates Town Insurance coverage.

Maintains compliance with Town purchasing policies.

Participates in Emergency Operations during storms and catastrophic events.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of procedures and equipment and of office and clerical operations; thorough knowledge of the operations of Town government; ability to follow complex oral and written directions; ability to meet governmental officials and others with tact and diplomacy; ability to establish and maintain effective working relationships with associates and the general public; ability to operate standard office, data entry and word processing equipment; ability to maintain complex records and prepare reports from such records; ability to plan and supervise the work of others.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college with major course work in finance, accounting, bookkeeping or related field, strong knowledge of project-based accounting software, excellent computer skills. Certificate of Completion of FEMA- NIMS 700, ICS 100, ICS 200, ICS 300, ICS 400, NRP 800.