

**TOWN OF PORTSMOUTH, RI
FINANCE DIRECTOR**

Department:	Finance
Reports to:	Town Administrator
Supervises:	Accounts Payable/Accounts Receivable Clerk, Deputy Finance Director and Tax Assessor/Tax Collector
Position Status:	Exempt
Union/Non-Union:	Non- Union

Position Summary/Purpose:

The purposes of this position are to assure development and maintenance of the Town’s fiscal stability by directing and administering the Town’s municipal funds, accounting systems, accounting and internal controls, risk management, purchasing controls, health benefits, payroll, pension, investments, cash management revenue controls, to oversee Tax Assessment/Collection function and preparation and monitoring of the municipal budget and to assist the Town Administrator with various administrative activities. The Finance Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:

(The essential functions or duties listed below 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.)

- Plans, organizes, administers and directs the operations of the Finance Department in the functional areas of: accounting policy, internal controls and procedures, operating and capital budget development and monitoring, investment management, debt management, audit, pension management, purchasing, LAP insurance review and cost options, purchase of employee benefits and finance options, and oversees Tax Assessor/Collector’s office.
- Develops, evaluates and administers department financial and purchasing policies and procedures; develops short term and long-range goals and objectives; reviews and evaluates the effectiveness of financial policies and internal controls. Monitors cash flow and investments.
- Manages accounting office and staff through Deputy Finance Director such as: receivables; payables; reconciliation of bank statements, accounts and funds; preparation of weekly and monthly financial and budgetary reports to monitor expenditures and revenues and presents to Town Council.

- Monitors federal and state regulations that are applicable to department services and insures compliance by staff such as GASB rules and accounting policies.
- Responsible for debt management and treasury management of all town funds. Oversees bonding process, development of bond official statement, meeting with rating agencies and working with financial advisors and bond counsel. Oversees and develops investment policies.
- Responsible for the preparation, review and presentation of the Annual Town Operating and Capital Budget to the Town Administrator and Town Council.
- Oversees the year-end financial audit for the Town; may prepare various financial statements, schedules and spreadsheets for use in supporting documentation for the external auditors.
- Responsible for the financial management of the employee pension plans and funds; responsible for negotiating for health, property and liability insurance premiums/fees.
- Works with pension advisors and the Board of Finance in evaluating fund performance. oversees pension benefits and works with the actuary to develop pension and postretirement benefit valuations and GASB disclosures.
- Oversees purchasing function through active participation in review of bids and resulting contracts and serves on capital projects committees and Energy Committee to determine appropriate methods to purchase fuel and electricity, etc.
- Part of management negotiation team for collective bargaining; responsible for calculations of costs related to salary and benefits.
- Oversees the Tax Assessor/Collector and assists them in coordinating their services and handling policy issues.
- Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines if the incident or accident was preventable.
- Develops department policies and procedures and assigns, trains and supervises staff. Consults with Human Resources and Town Administrator on such personnel actions as hiring, termination, and discipline and obtain final approval from Town Administrator for such personnel actions.
- Prepares, administers and monitors operating budget for department; presents budget to the Town Administrator and answers questions about budget to Town Council as requested.
- Submits oral and written reports to the Town Administrator and Town Council and state and federal agencies.
- Consistent on-site office and on-time attendance is essential for this position.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends.

- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Master's Degree in accounting, finance or public administration or related degree from an accredited college or program and have over ten (10) years of experience in municipal accounting/finance and four to five years of supervisory experience or related work experience or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: valid driver's license; CPA and/or Certified Professional Finance Officer preferred.

Knowledge, Skills and Abilities:

- Proven and thorough knowledge of the principles and practices of fund accounting, budgeting, auditing, and considerable knowledge of practices and principles of generally accepted government accounting principles.
- Working knowledge of public administration principles and practices as applied to a municipal financial management operation.
- Working knowledge of overall municipal operations, cash management, pensions, treasury functions, debt management, insurance and health benefits.
- Ability to utilize data processing applications as they relate to the functions of the Finance Department; ability to collect, organize, analyze and interpret complex financial data.
- Ability to develop short term and long range comprehensive financial plans and analysis and reports.
- Demonstrated ability and experience in the areas of financial management, decision making, report development, and communications.
- Experience in the development of municipal operating budgets and capital project budget appropriations.
- Ability to design and maintain customized grant or project reporting systems on an appointed individual project basis.
- Ability to successfully communicate and interoperate with peers and subordinates on operations and activities related to the municipal government.
- Ability to prioritize and organize work to meet established deadlines.
- Thorough ability to establish and maintain effective working relationships with co-workers, financial institutions, vendors, consultants and other governmental agencies and members of the community.
- Aptitude for working with and explaining accounting policies and procedures to people.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs a wide variety of special accounting, management and administrative responsibilities requiring an extensive knowledge of automated and manual accounting systems, budgeting techniques and the appropriate application of fund accounting so as to achieve mandated performance criteria and to manage the office. Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office.

Supervision Received: Works under the direction of the Town Administrator, follows professional standards, procedures and policies.

Supervision Given: Supervises the Deputy Finance Director and Assessor/Tax Collector and their employees, developing job direction, assigning tasks, providing instructions as needed, and monitoring performance.

Job Environment:

Administrative and financial work is performed in a moderately noisy office with occasional interruptions during the day from municipal staff, outside vendors and public officials to deal with related issues and problems. Drives to various regional, state, and Town or professional meetings under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with department heads, Finance staff, Town staff, administrative staff, bank representatives, bond counsel, brokers, financial advisors, Town attorney, Town Administrator, Town Council, major contractors, auditors and state and federal agencies. On occasion responds to residents' questions. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of detail and professionalism.

Errors in judgment or omissions could result in monetary loss, delay in service, severe financial and legal impact.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping to file	X			
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud noise (heavy equipment/traffic)	X			
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)