

TOWN OF BRISTOL

JOB TITLE: Finance Officer

2024

DEPARTMENT: Executive

STATUS: Full-Time, Non-Exempt, Non-Essential Functions

LABOR GRADE: 17

JOB SUMMARY: Provides overall management and delivery of financial services under the general supervision of the Town Administrator. Serves as the chief financial advisor for the Town Administrator, which includes analysis and recommendations of Town financial policy, position, and procedures.

MAJOR DUTIES:

Financial Accounting and Control:

- Planning, organizing, and supervising the maintenance of the Town's financial records. Maintaining a general accounting system in accordance with accepted accounting practices, and Federal and State laws.
- Maintenance and reporting of a full general ledger in a multi-fund environment.
- Establishment of internal operational policies and procedures based on specific needs of the Town in consultation with the Town Administrator on major policy issues. Continual evaluation of department effectiveness and implementation of appropriate policy changes to improve conditions when necessary.
- Review all bills, drafts, orders, and payrolls from Town officials, examining for proper calculation, correct appropriation charge and status within authorization of Town Administrator and/or Select Board, ensuring same are not fraudulent, unlawful, or excessive, and advising the Town Administrator of questionable bills, as necessary.
- Processing trial balances of accounts, balancing accounts, producing subsidiary reports, analyzing, and making appropriate adjustments at months end. Reconciling monthly bank and credit card statements in coordination with the Town Treasurer, verifying record keeping, accounts payable and receivable with appropriate departments.
- Maintaining schedules of cash and investments. Planning cash requirements throughout the year. Advising Treasurer on cash available for investment.

- Establishing and maintaining an effective system of internal controls; conducting internal audits; supervising physical inventories and providing for an annual audit by external auditors.

Budget Development and Oversight:

- Preparation of periodic budgetary reports and other related accounting reports of a complex nature.
- Assisting in the preparation and daily administration of the Town budget. Analyzing and monitoring expenditures against actual appropriations and notifying the Town Administrator of possible overruns or revenue short-falls, trends, and departmental actions. Recommending cost savings or new programs to benefit the Town's financial status.
- Reviewing financial reports of revenue and expenditure to ensure compliance with policy and budget objectives.
- Preparing revenue forecasts for budget and management decisions.
- Providing the Town Administrator and departments with information on prior and current year expenditure patterns.

Risk Management:

- Monitoring national and local economic conditions and related agency activity for indicators of revised policies and financial planning impacts.

Data Processing:

- Maintenance of detailed records of the Town debt, indicating purpose, incurred date, due date, interest rate, and payment provisions.

Other Annual Functions:

- Coordination and obtaining of all required reports and data needed from other departments such as Town Clerk, etc., as they pertain to setting of the annual tax rate; preparation of the MS-232 Report (Report of Appropriations voted), the MS-535 Report (Annual Town Financial Report), the MS-434 (Revised Revenue Schedule); and MS-737 (budget Report); contacting State Department of Revenue Administration (DRA) regarding State Revenues; preparation of statements of Appropriations/Revenue; obtaining attested Resolutions; and ensuring the accuracy and coordination of all reports for the DRA portal. Once all information is available and ready, reviewing of information with the Town Administrator and/or Select Board to re-confirm proposed tax rate. Updates and maintains assets per GASB-34.
- Coordinating year-end closing activities.

- Preparation of comprehensive annual financial report.

General:

- Maintaining an appropriate level of confidentiality regarding records of the Town and personnel matters.
- Staying abreast of related legislation, government accounting standards and assuring compliance with same.
- Negotiating, upon the authorization of the Town Administrator, all loans (temporary, short-term notes and long-term bonds). Providing all data and assistance required by the bond counsel and fiscal agent when authorized to borrow monies for the Town. Includes preparation of all pertinent information necessary to prepare a bond borrowing prospectus.
- Assisting and advising the Town Administrator on all fiscal matters, keeping the Town Administrator informed of current trends, and recommending future courses of action.
- Maintaining, implementing, and reviewing a fixed asset program leading to a certificate of achievement for excellence in financial reporting.
- Assisting the Town Administrator with special projects as requested.
- Tracking of all grants issued to the Town to ensure compliance with awards, preparation of necessary reimbursement requests.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

- Ability to plan, organize and direct the work of a number of staff performing varied operations connected with financial operations and activities.
- Thorough knowledge of the applicable laws and administrative policies governing municipal finance practices and procedures.
- Knowledge of grant applications and related administrative procedures and regulations.
- Comprehensive knowledge of accepted accounting principles.
- Thorough knowledge of public fiscal administration including budgeting, purchasing, risk management, investing, bond financing, and financial reporting.
- Ability to apply financial theory and principles to resolve problems.

- Ability to gather, assemble, and analyze facts, draw conclusions, and devise techniques suitable for management.
- Ability to prepare and deliver oral and written reports on financial matters.
- Extensive knowledge of accounting principles, practices, and procedures.
- Ability to gain an understanding of the operations of accounting systems in Federal and State governments as they relate to municipal matters.
- Ability to interpret financial statements and to prepare accurate accounting reports.
- Operational knowledge of computer hardware/software.
- Ability to conduct audits of all financial transactions and records of the Town government, making findings of legality and proposed payments of monies and preparing numerous financial reports for town and state governments.
- Ability to communicate effectively with state and town officials, department heads and persons associated with government regarding the receipt and expenditure of public monies.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

COMPLEXITY: The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical, and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions, and kinds of work. The contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's workplace; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants).

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. 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; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Specifically, provides supervision over Finance Assistant. Evaluates and completes performance evaluations in coordination with Town Administrator. Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised but may be responsible for performance of the more technically difficult, controversial, or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing

personnel management functions such as evaluating performance, recommending hiring or discharge, or making salary decisions, etc.

MINIMUM QUALIFICATIONS: Graduation from a four-year college with specialization in accounting, finance or related field, and three to five years of progressively responsible experience in municipal accounting work with two years at a supervisory level; OR any equivalent combination of education and experience which demonstrates possession of the required knowledges, skills, and abilities.

Finance Officer job description approved by Select Board, March 7, 2024.

Shaun Lagueux

Scott Sanschagrin

Les Dion

Rob Glassett

Carroll Brown, Jr.