

# Town of New Durham, NH

**POSITION:** Finance Manager

**DEPARTMENT:** Administration

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Town Administrator

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## **GENERAL SUMMARY**

Under direction of the Board of Selectmen with daily operational direction from the Town Administrator performs administrative, supervisory and financial related technical work in monitoring, directing New Durham's municipal accounting system and in accordance with the statutes of applicable New Hampshire General Laws. Provides management of all accounts payable / receivable, Town procurement; Workers' Compensation, and other Town related insurance claims.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains the Town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the Town is fraudulent, unlawful, or excessive as prescribed by New Hampshire General Laws.
- Develops and prepares monthly reports to track all financial activity within the Town's many funds including general appropriations and special funds of the Town; ensures funds are reconciled on a monthly basis with the department authorized to expend said funds.
- Develops and prepares monthly reports to track all financial activity within the Town's receivable accounts and other Town accounts.
- Develops and prepares year end financial reports to include balance sheet, revenue, and expenditure statements.
- Submits monthly reports to Town Administrator and Select Board detailing all Town financial activity; prepares monthly operating statements reporting current and annual expenditures under authorized appropriations; reviews the expenditure of Town funds by examining all vouchers and payrolls; prepares and certifies warrants for payment by the Town Treasurer.
- Provides coordination of the various financial functions associated with the Accounting Office, Treasurer's Office, and Assessors' Office.
- Prepares budgets for submission on annual Town Meeting warrant; provides assistance in budget area to Town Administrator, when required.
- Acts as Insurance Coordinator for liability and workers' compensation insurance; keeps policies on file and adds endorsements. Monitors and reviews all matters regarding employee accidents, employee lost time, and property loss.
- Prepares payroll and both checks and direct deposit forms, computes and prepares withholding tax, retirement payments, and social security payments; prepares manifests for Selectmen's approval.
- Prepares checks for accounts payable; prepares manifests for Selectmen's Approval.
- Maintains Paid Time Off use for all Town employees and coordinates directly with Department Heads on usage of this benefit.
- Handles all 11099's, W2's, and Department of Revenue Administration (DRA) reporting and filings.
- Integrally involved in assisting the Town's audit processes.
- Serves as Secretary to the Budget Committee.
- Serves as back-up Recording Secretary to the Board of Selectmen and other Town committees when assigned.
- Assists the Town Administrator with administrative duties and assignments.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Graduation from a two-year college or business school with an emphasis in accounting; or an equivalent combination of education, training, and experience which demonstrates possession of required knowledge and skills and ability. Demonstrated working knowledge of data processing relative to fund accounting, payroll, and accounts receivable/payable.

### **Knowledge, Skills and Abilities**

- An strong knowledge of town government organization, functions and relationships within a municipal organization; considerable knowledge of municipal finance, bookkeeping, and accounting.
- A good working knowledge of Financial Administration.
- Ability to assemble, organize, and present in written or oral form statistical, financial, or historical factual information.
- Ability to establish and maintain effective working relationships with other employees, representatives of other governmental agencies, professional agencies, and the general public.
- Ability to recall events, data, and past actions as required to address specific issues.
- Ability to handle stressful situations in a professional manner and meet mandatory deadlines.

## **SUPERVISION EXERCISED**

Directly supervises administrative staff as directed by the Town Administrator and / or Board of Selectmen. Carries out all supervisory functions in accordance with Town's rules, policies, and applicable laws.

## **LICENSING AND CERTIFICATION**

Microsoft Word, Excel, Access, PowerPoint, and BMSI Municipal software preferred along with other accounting software expertise.

## **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone, 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 functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk, see, and hear. The employee must occasionally lift / move up to 25 pounds, bend, stoop, or crouch.

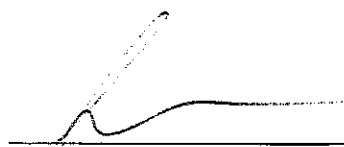
## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting. Attendance at night meetings is required. Some travel to offsite locations may be required.

**External and internal applicants as well as position incumbents who become disabled as defined under the Americans With Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved: 02-12-18



David Swenson, Chair



Cecile Chase, Selectman



Rodney Doherty, Selectman