



Town of Farmington

**153 Farmington Falls Road
Farmington, ME 04938**

Position: Finance Director / Tax Collector / Treasurer
Department: Administration
Classification: Salary S21 (no degree), Salary S22 (BS or higher)
Salary Range: \$62,400 to \$85,280 (no degree), \$68,640 to \$91,520 (BS or higher)

GENERAL PURPOSE

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the Town.

SUPERVISION RECEIVED

Works under the general direction of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over the Town Clerk, Sewer/GA Administrator, Accounts Payable/Counter Clerk, and Assessing Assistant/Counter Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all accounting, payroll, general ledger, accounts payable and accounts receivable functions; maintains all financial records.
- Designs internal controls in accordance with all GAAP and GASB standards.
- Responsible for assisting the Town Manager with budget preparation and for monitoring budget performance.
- Prepares personal property and real estate tax bills and oversees the lien process in accordance with statute; recommends properties for foreclosure and sale to the Board of Selectmen.
- Oversees collection of other taxes, fees and receipts and monitors cash flow to ensure fiscal solvency.
- Oversees grant management and reporting.
- Provides strategic guidance to achieve the Town's long-term financial goals and plans through data analysis and forecasting.
- Oversees all municipal borrowing, bond issuance and the direction of any investment of municipal funds, working closely and collaboratively with the Town Manager and other Department Heads.
- Remains abreast of all regulatory changes and develops procedures to maintain compliance and achieve goals.
- Serves as the application manager for the financial, banking and payroll systems.
- Oversees the annual financial audit, performing the year-end financial close-out, entering correcting transactions and coordinating with the contracted auditing firm.

- Processes new employee onboarding paperwork with a concentration on accuracy for employee and employer benefit contributions; offboards employees at termination in a timely manner and notifies any benefit company with effective termination dates.
- Maintains accurate wage information and job titles for Worker's Compensation audit and processes quarterly earnings to MMA for UC Wage Recapitulation Report.
- Prepares open enrollment information for the new benefit year and conducts employee meetings to review benefit elections.
- Stays abreast of changes and updates to payroll law and works with the Town Manager to update policies accordingly.
- Manages Cemetery funds, records Cemetery deeds, and maintains Cemetery records and documents including survey maps of cemetery lots.
- Oversees training and professional development within the Finance Department.
- Oversees complaint resolution in areas of responsibility.
- Ensures performance and development of staff by monitoring work product, providing oversight and guidance, and conducting timely annual performance reviews.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's Degree or higher in Accounting, Finance, Public or Business Administration.
- 5+ years of progressively responsible financial/administrative experience, governmental accounting experience preferred; or
- Equivalent combination of training and experience.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of modern governmental accounting theory, principles, and practices.
- Considerable knowledge of internal control procedures and management information systems.
- Considerable knowledge of office automation and computerized financial applications.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of payroll and accounts payable functions.
- Working knowledge of budgetary, accounting and reporting systems, and GASB principles.
- Ability to prepare and analyze complex financial reports.
- Ability to effectively supervise and motivate staff.
- Ability to establish and maintain effective working relationships with employees, elected officials and the general public.
- Ability to communicate effectively, both orally and in writing.
- Proficiency with MS Office suite and Adobe Reader/Acrobat Pro.
- Skill in operating the listed tools and equipment.

SPECIAL REQUIREMENTS

Must be bondable.

Must possess MTCTA certification, or ability to obtain within three (3) years.

TOOLS AND EQUIPMENT USED

Computer, calculator, phone, copy machine, postage machine, fax, check scanning 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 accommodation may be granted to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch; and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

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

The noise level in the work environment is usually moderately quiet.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.