

Town of Haverhill

Financial Administrator

Job Opening

JOB SUMMARY:

Provides overall maintenance and delivery of financial services under the general supervision of the Town Administrator. Serves as financial advisor for the Town Administrator, which includes analysis and recommendations on Town financial policy, position, and procedures.

MAJOR DUTIES:

1. Financial Accounting and Control.
2. Planning, organizing, and supervising the maintenance of the Town's financial records.
1. Maintaining a general accounting system in accordance with accepted accounting practices, and Federal and State laws.
2. Maintenance and reporting of a full general ledger in a multi-fund environment.
3. Establishment of internal operational policies and procedures based on specific needs of the Town in consultation with the Town Administrator on major policy issues.
4. Continual evaluation of department effectiveness and implementation of appropriate policy changes to improve conditions when necessary.
5. 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.
6. Processing trial balances of accounts, balancing, producing subsidiary reports, analyzing, and making appropriate adjustments at months end.
7. Reconciling monthly bank and credit card statements in coordination with the Town Treasurer, verifying record keeping, accounts payable and receivable with appropriate departments.
8. Maintaining schedules of cash and investments.
9. Advising Treasurer on cash available for investment.
10. Establishing and maintaining an effective system of internal controls; conducting internal audits; supervising physical inventories and providing for an annual audit by external auditors.
11. Preparation of periodic budgetary reports and other related accounting reports of a complex nature.
12. Assisting in the preparation and daily administration of the Town budget.
13. Analyzing and monitoring expenditures against actual appropriations and notifying the Town Administrator of possible overruns or revenue short-falls, trends, and departmental actions.
14. Recommending cost savings or new programs to benefit the Town's financial status.
15. Reviewing financial reports of revenue and expenditure to ensure compliance with policy and budget objectives.
16. Preparing revenue forecasts for budget and management decisions.
17. Providing the Town Administrator and departments with information on prior and current year expenditure patterns.
18. Monitoring national and local economic conditions and related agency activity for indicators of revised policies and financial planning impacts.
19. Maintenance of detailed records of the Town debt, indicating purpose, incurred date, due date, interest rate, and payment provisions.

20. 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.
21. Updates and maintains assets per GASB-34.
22. Coordinating year-end closing activities.
23. Maintaining an appropriate level of confidentiality regarding records of the Town and personnel matters.
24. Staying abreast of related legislation, government accounting standards, and assuring compliance with same.
25. Negotiating, upon the authorization of the Town Administrator, all loans (temporary, short-term notes and long-term bonds).
26. Providing all data and assistance required by the bond counsel and fiscal agent when authorized to borrow monies for the Town.
27. Includes preparation of all pertinent information necessary to prepare a bond borrowing prospectus.
28. Assisting and advising the Town Administrator on all fiscal matters, keeping the Town Administrator informed of current trends, and recommending future courses of action.
29. Maintaining, implementing, and reviewing a fixed asset program leading to a certificate of achievement for excellence in financial reporting.
30. Assisting the Town Administrator with special projects as requested.
31. Tracking of all grants issued to the Town to ensure compliance with awards, preparation of necessary reimbursement requests.

QUALIFICATION:

- Requires the ability to exercise mature judgment and to apply knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Federal and NH State Regulations and Town Ordinances as they pertain to local government accounting and financial reporting.
- Requires minimum bachelor's degree from accredited 4-yr college or university with a major in accounting, business administration, or related field plus at least five (5) years of progressively responsible experience in governmental finance, accounting and audit work, or any combination of education and experience.
- Demonstrated knowledge of integrated computer accounting systems and general ledger maintenance and analysis and a working knowledge of Microsoft Office required.

Job Type: Full-time with benefits

Pay Range: \$68,000 - \$78,000

Schedule: Monday-Friday

Work setting: In-office

Office Work Location: North Haverhill, NH

Resumes can be mailed or delivered to:

Town of Haverhill
c/o Brigitte Codling, Town Administrator
2975 Dartmouth College Highway
Haverhill, NH 03774