

# **NORTHFIELD MUNICIPALITY JOB DESCRIPTION**

## **FINANCE DIRECTOR**

**FLSA Designation: Exempt**

### **Nature of Work:**

Plan, coordinate, and direct the financial activities of the Town of Northfield. Reports directly to the Town Manager.

### **Duties and Responsibilities:**

Examples of Work (Illustrative Only):

- Manage all aspects of payroll administration and employee benefit programs including all federal and state reporting.
- Monitor budgets including analysis, projections, and reporting functions.
- Develop internal controls, guidelines, and procedures for financial activities ensuring accuracy, completeness, and conformance to GAAP and GASB 34.
- Develops cash management strategies that maximizes earnings through increased cash flow and investments.
- Analysis enterprise funds for annual rate adjustments.
- Oversee grant administration.
- Administers all financial aspects of major construction projects.
- Coordinate year-end audit.
- Administers workers compensation insurance, health/dental/life/disability insurance, and property/casualty/liability insurance.
- Supervise accounting staff including training and professional development.
- Perform any other duties assigned by the Town Manager.

### **Requirements of Work:**

- Demonstrated knowledge of municipal finance, budgeting, and fund accounting.
- Knowledge of Generally Accepted Accounting Principles, and GASB 34 requirements.
- Ability to supervise effectively.
- Ability to communicate effectively, orally and in writing.
- Strong analytical skills with attention to detail.
- Ability to organize data into a usable format with emphasis on an advanced level of Excel.
- Knowledge of state and federal laws and regulations related to electronic banking, accounts payable, payroll, and ambulance billing.

### **Education, Training and Experience:**

Bachelor's degree from an accredited college or university with major course work in accounting or business administration preferred. Significant experience in a key administrative position in a Municipal government a plus.