JOB TITLE: FINANCE OFFICER

This is a comprehensive job description for a financial management role within a municipal government setting. The position entails overseeing all aspects of financial operations, including accounting, budget preparation, audits, financial reporting, and procurement. The job also involves a variety of administrative tasks, including maintaining personnel records, assisting with grant writing, managing town insurance policies, and interacting with both the public and town employees.

Key Responsibilities:

- **Financial Management:** Overseeing the Town's accounting functions, including the general ledger, debt service, utility billing, and revenue collections. Ensuring financial controls are in place and monitoring the Town's financial status.
- **Reporting & Budgeting:** Preparing financial reports, advising the Town Board on financial matters, and assisting with the preparation of the annual budget.
- **Administrative Duties:** Managing procurement, banking transactions, personnel records, and other administrative functions.
- **Public Relations:** Interacting with the public, assisting with financial inquiries, and managing the Town's social media presence.
- **Grant Writing & Event Coordination:** Supporting grant writing efforts and coordinating events with vendors and food trucks.
- **Legal Compliance:** Ensuring adherence to federal, state, and local financial regulations and assisting with audits.

Required Skills and Experience:

- **Education:** A degree in Accounting, Business Administration, or a related field is required.
- **Experience:** Considerable experience in bookkeeping, accounting, and computer operations, with a preference for governmental experience.
- **Technical Knowledge:** Familiarity with the principles and practices of accounting, auditing, and government fiscal operations. Knowledge of applicable software for financial management is also important.
- **Communication Skills:** Ability to prepare reports, interact with the public, and collaborate with various stakeholders.

Special Requirements:

- Must be bondable.
- Must become a Notary Public within one year of appointment.
- Must obtain Certified Financial Officer status within five years of appointment.

Work Conditions:

- Light physical demands (e.g., occasional lifting of up to 20 pounds).
- Repetitive motion and frequent use of office equipment like computers and printers.
- Standard work environment with no exposure to adverse environmental conditions.