



Androscoggin County Government

Job Description

Title: Finance Director/Treasurer

Department: Finance

Supervised by: County Administrator

FLSA Status: Exempt

Position Summary: The Finance Director/Treasurer is responsible for the general operations of Treasurer's office within applicable codes, laws, and statutes. This employee's primary responsibility is to safeguard the assets of the County by effectively maintaining, disbursing, and investing County funds. Work involves cash management; maintaining liaison with auditors, banks, and the general public; disbursing funds to cover expenditures; administering employee benefits under the direction of the County Administrator; and assisting the County Administrator in analysis and preparation of departmental budgets. This is a full time position.

Essential Duties and Responsibilities: The essential duties for this position include, but are not limited to the following.

1. Perform all duties as "Treasurer" of the County outlined in Title 30-A Subsection 171-174 and 181-183, 701-727, and 921-952A.
2. Maintains all financial records of the County, establishing and maintaining internal control procedures and ensuring that state and national standard accounting procedures of GASB, as well as IRS regulations are maintained.
3. Provides managerial oversight and assures effective checks and balances for all County fiscal records and systems through a regularly scheduled program of reconciliation.
4. Assists the County Administrator in developing the annual budget for review by Commissioners; provides status of budget progress and collects and interprets reporting data to the Administrator and the Board.
5. Plans, organizes and directs all accounting work, including supervision of processing of accounts receivable, and managing accounts payable.
6. Manages capital reserve and project expenditures, reporting and appropriations.
7. Supervises the preparation and verification of payroll and benefit payments.
8. Manages investment deposits and withdrawals.
9. Manages all financial aspect of grants.
10. Prepares proposals for bid for short term revenue notes or tax anticipation loans based on analysis and estimates of cash flow requirements.

11. Interprets financial policies, objectives, and requirements; assists departments with accounting questions, historical information, and reports.
12. Maintains professional and technical knowledge by attending educational workshops and by participating in professional associations.
13. Performs the usual duties of a department manager, in conjunction with the County Administrator, in the interviewing and hiring of staff, scheduling training, supervising, and evaluation of assigned County employees; resolving employee issues; and ensuring compliance with the personnel policy handbook.
14. All requirements and skills are essential, unless otherwise indicated.
15. Be committed to the mission of the County.
16. Work as a member of the Treasurer's Office in the performance of duties.
17. Work in harmonious relationships with all County Staff.
18. Must attend all budget meetings, Commissioner's meetings, and workshops.

Recommended Minimum Qualifications:

Education and Experience:

1. High School Graduate
2. Bachelor's degree in accounting or closely related field preferred and/or education and experience equivalent to (5) years of progressively responsible finance work.
3. (3) years of experience directly related to governmental finance and demonstrated proficiency in county or municipal governmental fund accounting, payroll, grants, and governmental reports preferred.

Physical Requirements:

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 regularly required to sit for prolonged periods of time, to talk with and listen to co-workers and others, and to operate standard office equipment. The employee must be able to move around in a somewhat confined space or between offices, and may occasionally have to lift and/or move objects weighing up to 25 pounds.

Supervision:

Supervision Scope:

Performs a variety of highly responsible functions in accordance with State and Federal statutes, requiring considerable independence of action in accordance with applicable laws and following generally accepted accounting procedures.

Supervision Received:

Works under the administrative direction of the County Administrator. Employee functions independently, referring specific problems to supervisor(s) only when clarification of interpretation of County policy of procedure is required. Resolves most issues independently, keeping supervisor(s) informed of progress, problems, and implications of decisions.

Supervision Given:

Has direct supervisory responsibility for department employees: participates in hiring of staff, develops job direction, assigns tasks and instructions, monitors personnel performance evaluation, and counsels and disciplines staff consistent with County policies directly and through subordinates.

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 by County Administrator: _____ Date: _____