

# **TOWN OF ASHLAND FINANCIAL OFFICER (PART -TIME)**

## **JOB SUMMARY**

Responsible for the oversight of all Town accounting and payroll functions including General Ledger, Accounts Payable, Accounts Receivable, Budgeting, Cash Management, and Fixed Assets. Oversees complex State and Federal reporting requirements (GASB, GAAP, NH Municipal Budget Act, etc.) and accounting for State and Federal grants received.

## **MAJOR DUTIES**

- Reconciles the general ledger; assists the Auditor in the preparation of timely reports for Department and management use; supervises the preparation and presentation of financial statements in support of management and for the annual audit
- Assists and supports the Town Administrator in preparation and presentation of the Municipal Budget; prepares forecasts, spreadsheets, and does research as requested by Selectmen and the Administrator; monitors and projects cash flow in cooperation with the Treasurer
- Supervises payroll functions, withholding, pay plan administration and updating, to processing severance pay, State and Federal reporting, FICA, State Retirement, deferred compensation, worker's compensation, and unemployment programs
- Oversees the accounting and reporting for all accounts receivable functions, including local revenue, reconciles with Tax Collector; accounts for all State and Federal grant programs, including complex reimbursement and reporting requirements
- Assist the Administrator in preparing the final budget and warrant for Town Meeting, and submitting necessary State reports; supports the preparation of the Annual Report
- Perform other duties as required

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Extensive knowledge of the principles and techniques of accounting and finance. Thorough knowledge of municipal, State, and Federal laws, rules, and regulations that apply to Town finances and administration; thorough knowledge of the general principles of public fiscal administration, including budgeting, accounting and payroll software, and financial reporting. Ability to research information, assemble, analyze facts, draw conclusions, and devise techniques suitable for management; ability to develop and utilize accounting spreadsheets and software rapidly and accurately; ability to analyze and project cash flows, revenues, and expenditures; ability to coordinate and delegate responsibility; ability to work well with other departments, employees, and the general public. Knowledge of BMSI accounting and payroll software.

## **MINIMUM QUALIFICATIONS**

Bachelors degree with specialization in accounting, finance, or related field plus five years progressively responsible work in government accounting, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.