



Job Title	Finance/Human Resource Director	Position Type	Full-Time Exempt
Department	Administration	Supervisor	Town Manager

Job Summary

Responsible for the administrative, supervisory, and fiscal work in handling of Town funds. This position is responsible for the custody, collection, disbursement, and investment of Town funds. Work involves cash management; supervising the collection of Town funds, maintaining a relationship with the financial institution, and public; disbursing funds to cover expenditures; supervising town office staff; and preparing and administering department budgets. Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit and through fiscal audit.

Responsibilities

- Supervises and is responsible for disbursement of all monies; maintains fiscal control over all expenditures to ensure budget appropriations are not needed; keeps all municipal accounts up-to-date and in balance
- Assists Town Manager with preparation of annual budget.
- Forecasts Town revenues to assist the Town Manager in monitoring and developing Town Budget.
- Assists Town Manager with monitoring expenditures and purchase order requests.
- Supervises the collection of all property and excise tax monies and interest.
- Oversee and administer tax lien process; processes and records all lien payments; issues tax lien notices; discharges, and foreclosures; maintains list of liens, delinquent taxpayers, and tax-acquired properties; records and administers all tax abatements and supplements.
- Manages cash investments of Town funds; prepares, manages cash flow analysis
- Monitors Town funds; contacts local banks for interest rates or bids; determines amount to be invested to certificate of deposit, repurchase agreements, and tracks interest earned, assists Town Manager with the issuance of bonds and tax anticipation notes as needed.
- Prepare monthly and annual financial reports and additional information regarding the financial status of the Town as may be requested by the Town Manager, Select Board, and/or auditors.
- Prepares and administers department budget.



- Supervises and is responsible for the preparation of weekly payroll and vendor warrants and issuance of checks.
- Administers employee benefits programs including health insurance, retirement, workers' compensation, and unemployment claims.
- Responsible for Medicare, FICA, Federal and State withholding and accompanying deposits and reports; prepares and submits W-2's, 1099's, and transmittal forms for Federal and State agencies; prepares and submits unemployment compensation reports; monthly retirement deposits and reports.
- Coordinates recruitment, onboarding, and separation processes for municipal staff.
- Oversee maintenance of bank statements for payroll and municipal funds; coordinates the preparation of daily bank deposits and bank reconciliation.
- Supervises preparation of daily cash reports for funds collected.
- Performs related work as required.

Job Requirements

- Thorough knowledge of the principles and practices of municipal accounting.
- Thorough knowledge of tax laws and the lien process.
- Thorough knowledge of automobile and recreational vehicle excise tax and registration laws
- Thorough knowledge of principles and practices of municipal cash management.
- Considerable knowledge of the laws and regulations relating to municipal accounting, finance, and cash management.
- Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money.
- Ability to exercise judgement and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing financial management procedures.
- Ability to exercise judgment and initiative in analyzing and evaluating the state of Town funds and making appropriate investments
- Ability to prepare regular reports on tax collections.
- Ability to plan, organize, supervise and review the work of subordinates.
- An ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.



Employee Printed Name

Employee Signature

Date

Town Manager Signature

Date:



Town of Wilton

Finance/Human Resources Director – Administration

The Town of Wilton is seeking a qualified individual for the position of Finance and HR Director.

An employee of this class is responsible for the custody, collection, disbursement, and investment of Town funds. Work involves cash management; supervising the collection of Town funds, maintaining liaison with banks and the general public; disbursing funds to cover expenditures; supervising town office staff; and preparing and administering department budgets.

Work is performed under the general supervision of the Town Manager with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices. Work is reviewed through observation, verification, internal audit, and through fiscal audit.

The ideal candidate will have graduated from a college or university with a four-year degree in financial management, public administration, or business administration or any equivalent combination of experience and training. The successful candidate must be bondable and must pass a background check.

This is a full-time position with benefits, including health insurance, paid time off, and sick leave.

To apply, please submit an application, cover letter, resume and three letters of reference to:
Town Manager – Finance and HR Director Search; 158 Weld Road. Wilton, ME 04294 or
at mgreeley@wiltonmaine.gov.

Applications and a full job description can be found on our website: www.wiltonmaine.gov or by
calling 207-645-4961.

Applications will be accepted until the position is filled.

The Town of Wilton is an Equal Opportunity Employer.