

FINANCE OFFICER

Nature of Work

Professional responsible administrative and fiscal work in the handling and accounting of Town funds and records.

Employee of this class is responsible for the day-to-day monitoring of the Town's financial situation and records. Work involves maintaining all Town books, preparing regular reports for the Manager and Selectmen, issuing checks for financial obligations, processing weekly payroll and assisting with the preparation of the Town budget and tax commitment. Work also involves extensive use of the Town's computer system. This position is the confidential employee in regards to personnel issues.

Work is performed under the general supervision of the Town Manager following established procedures with considerable independence. Work is reviewed by observation, verification, internal controls and through the annual financial audit.

Examples of Work (Illustrative only)

Responsible for a complete chart of accounts that meet the anticipated needs of every fund within the municipality.

Prepare monthly financial reports, which compare the anticipated expenditures and revenues with the actual budget.

Supervise the daily handling of receipts from all departments and posting daily receipts to the general ledger. Oversee the random cash drawer internal audits.

Maintain purchase order records, cemetery records, all employee records and filing of all supplemental material.

Responsible for getting all bills approved, preparing warrants and recording the transactions to the appropriate accounts. Issuing accounts payable checks for Treasurer signature and mailing them.

Prepare weekly payroll, including all deductions, direct deposits, and withholdings. Filing of all quarterly and yearly payroll related reports. Process w-2, w-3 and 1099's for end of year. Acts as a confidential employee for HR practices. Maintains employee files and handles the Drug Testing Program for the Public Works Department.

Maintain general and subsidiary records according to established classifications involving a considerable range of accounting methods; posts entries from supporting records; balances against other records, and performs all trial balances. Maintain TIF payment records and oversee the return to tax payer.

Prepare all necessary reports sent to Federal and State agencies, the Internal Revenue Service, the Selectmen and Town Manager. Process a wide variety of survey documents regarding the Town's finances.

Assist the Town Manager in the annual budgeting process. Considerable knowledge of software program is needed to create the budget and manage the chart of accounts.

Handle all insurance related business including workers compensation claims, property casualty claims and OSHA recording. Maintain a certificate of insurance file for required vendors. Safety Coordinator for monthly/annual meetings.

Reconcile all Funds and Trust/Investment Fund accounts to their respective cash accounts. Reconcile all bank accounts, outstanding checks and prove to respective cash accounts, posting all monthly activity to appropriate funds. Reconcile credit card transaction through third party administrator (Merchant Services).

Maintain ICMA records posting on-line deposits weekly regarding the payroll contributions. Also maintain Paymode records, posting all on-line deposits to their respective revenue account. Post Rapid Renewal Excise deposits and Boat Excise deposits that are maintained by the Tax Collector and Town Clerk.

Prepare all records annually for the audit process; work with audit firm to complete the necessary field work to complete the final audit. Make any adjustments to the general ledger per the final audit.

Assist with the management of grant funds and maintain records of the expenditures and revenues pertaining to the grants.

Assist Code Enforcement Officer with the reconciliation of all permits that need to be filed with the State of Maine.

Assist with onboarding new employees (explaining insurance options, filing new employee paperwork, engaging employee with required training, etc.) and offboarding employees at termination of service.

Maintains cemetery records including perpetual care, sale of lots and general inquiries regarding cemeteries.

Works with Tax Assessor on committing yearly Tax Commitment.

Works with Tax Collector on balancing RE & PP accounts monthly.

Other duties as assigned.

Requirements of Work

Considerable knowledge of bookkeeping and accounting principles and practices, particularly as applied to governmental accounting. Knowledge of GAAP and GASP as applied to governmental accounting.

Considerable knowledge of modern office practices, procedures and equipment.

Knowledge of or the ability to learn the operating procedures of the Town's computer system.

Ability to exercise judgment and initiative in analyzing and evaluating accounting problems, and in developing or recommending modifications and improvements in existing account procedures.

Ability to analyze cash flow and investments.

Ability to perform complex accounting work accurately and rapidly.

Ability to draft accurate, concise reports dealing with the financial status of the Town for various agencies and officials.

Ability to work with the auditing firm to perform the annual Town audit.

Ability to establish and maintain effective working relationships with other employees and the public

Ability to maintain detailed records and prepare reports

Ability to rapidly acquire and assimilate knowledge of the provisions of the Town ordinances and the State regulations relating to the operation of the office and the ability to communicate it to office staff and public.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others' concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Desirable Experience and Training

Considerable experience in bookkeeping and accounting work of a progressively responsible nature involving a complete bookkeeping system. High School diploma or equivalent including or supplemented by course work in bookkeeping and general commercial subjects. Any equivalent combination of experience or training.

Necessary Special Requirements

Must be able to maintain all necessary state certifications and adhere to confidentiality requirements.

Employment Application

Town of Madison

**PO Box 190
Madison, ME 04950**

Position applying for: _____

Name: _____
Last First Middle

Telephone: _____ Email: _____ Alternate telephone: _____

Address: _____

**Are you able to perform the essential duties
of the position with or without accommodations?**

☐ Yes ☐ No

If necessary for the job, are you older than:

☐ 14 ☐ 16 ☐ 17 (Check One)

☐ 18 ☐ 21

Are you legally eligible for employment in the U.S.?

☐ Yes ☐ No

I am seeking a permanent position:

☐ Yes ☐ No

If necessary for the job, I am able to:

Work Overtime? ☐ Yes ☐ No

Provide a valid Maine Driver's License? ☐ Yes ☐ No

If so, fill out the following:

Issuing State: _____ Type: _____

Endorsement(s):

☐ Hazardous Materials ☐ Passengers
☐ Tankers ☐ Tank with Hazardous Materials
☐ School Bus ☐ Double/Triple Trailers

Work the following shifts: (Check all that apply)

☐ Any ☐ Day ☐ Night ☐ Swing ☐ Rotating
☐ Split ☐ Overnight ☐ Other _____

I will be able to report to work _____ days after being notified I am hired.

EMPLOYMENT

List most recent employment first. Include summer or temporary jobs. Be sure all your experience or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary.

Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		
Employer name and address:	Position title/duties, skills:	Start date:	End date:
		Reason for leaving:	
	Supervisor: Telephone:		

Summarize other employment related to this job:

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate or Degree Program
High School				
College/University				
Business/Technical				
Additional				

MILITARY

Are you a veteran? ☐ Yes ☐ No

Please provide any duty/specialized training:

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

REFERENCES

List three references who are not relatives and who can attest to your work.

Name	Address	Telephone
Name	Address	Telephone
Name	Address	Telephone

INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test. I understand and agree to the information shown above.

Signature of Applicant

Date

Equal Employment Opportunity: While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.