

JOB TITLE: FINANCE MANAGER  
DEPARTMENT: ADMINISTRATIVE  
REPORTS TO: TOWN MANAGER  
SALARY RANGE: \$45,674-\$55,677

### Summary Statement

Performs various accounting and financial functions by serving as the day-to-day financial administrator of the Town of Bridgeville. Performs duties under the general supervision of the Town Manager.

### Job Duties

- a. Assists in the preparation, presentation, and interpretation of all financial and budgetary matters (e.g., financial reports, operating and capital budgets for general and enterprise funds, special accounts, grant applications, and special projects as necessary)
- b. Work directly with department heads in preparation for operating and capital budgets
- c. Manages information systems and databases used to track the Town's financial matters
- d. Performs the posting and reconciliation of all ledgers and accounts
- e. Establish guidelines for budget and forecasting, preparation of the annual budget in consultation with the Town Manager and Commissioners
- f. Manages the billing and collection of taxes, utilities, fees, and other receipts in accordance with Town codes and regulations
- g. Develop financial studies and plans; forecasts, estimates, and monitors the financial condition of the Town; researches and recommends cost-saving measures, prepares reports as needed or required by the Town Manager
- h. Prepares state and federal financial reports, including tax reports, grant reporting, etc.
- i. Manages accounts payable and receivable
- j. Manages payroll and employee benefits programs
- k. Acts as the custodian of all funds
- l. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained
- m. Communicates and cooperates with external auditors in preparation of annual audit
- n. Monitors risk management policies and procedures to ensure that organizational risks are minimized
- o. Communicates and cooperates with all Town staff to promote a cohesive and respectful workplace
- p. Assists in evaluating the need for modern technology to meet the City's financial data processing, control, and reporting requirements
- q. Assist with other functions and events of the Town as necessary (customer assistance, project management, etc.)
- r. Attends training, seminars, and conferences as needed to stay on top of regulations and trends
- s. Other duties as assigned - This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

## Employment Standards

### Education, Training, Certification, and Experience

Bachelor's degree in accounting, finance, or related field, preferred with a minimum of three to five years related experience or a combination of related experience and education/training. QuickBooks experience preferred.

### Skills and Abilities

Knowledge of financial administration, fund accounting, and budgetary principles and practices; knowledge of intergovernmental activity; ability to research public finance issues and policies; ability to effectively communicate with other town employees and the public in a professional manner; ability to prepare written and verbal, financial reports; good organizational skills; skilled with computer software programs (e.g., Operating System/Windows 10, Microsoft Suite, QuickBooks, Gmail Suite, various tax and utility billing software applications.) Position requires the ability to be bonded and to pass a background check.

### Must be able to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- Walking, standing, or sitting for extended periods
- Operating assigned equipment and;
- Lifting and carrying materials up to 30 pounds
- Working hours outside of the standard workday as needed (evening meeting attendance, etc.)

Perform at a professional level to provide for the following:

- Critical thinking, analyzing and problem-solving skills
- Effective communication oral and written communication skills
- Ability to maintain effective and respectful working relationships/partnerships and communication with other employees, elected officials, vendors, other governmental entities, and the public
- Ability to work independently and to prioritize work to meet rigid schedules and deadlines