

**TOWN OF BETHEL
JOB DESCRIPTION
FINANCE OFFICER**

Job Title:	Finance Officer	Classification:	Non-Exempt
Department:	Finance	Other:	
Reports To:	Town Manager	Supervisory:	No
Position Type:	Full-time Monday through Friday, 40 hours per week.		

GENERAL SUMMARY: The Finance Officer is responsible for the fiscal accounting and maintenance of the Town's financial records, including accounts payable, accounts receivable, fund management, general ledger, preparation of financial statements, set up and balance all bank accounts, Town insurances, worker's compensation, and unemployment. The Finance Officer will be cross trained with the Finance Assistant to provide back-up for payroll, benefits administration, sewer billing and other duties in addition to any directives given by the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Approves invoices for payment of all proposed expenditures and certifies availability of appropriate fund accounts.
- Prepares Warrants for all funds and pays bills.
- Oversees the collection process for all returned checks.
- Reconciles all bank accounts.
- Reconciles tax, personal property and tax liens.
- Audits and reconciles monthly ambulance billing with the billing service.
- Maintains vendor W-9's, certificates of insurance, and prepares 1099's annually.
- Supervises and assists with collections of fees for all funds.
- Sets up and balances all bank accounts.
- Prepares quarterly unemployment report.
- Prepares financial reports for all funds on a regular basis.
- Prepares appropriate records for the workers' compensation audit.
- Coordinates claims filing and annual renewal process for all Town insurances.
- Oversees and provides backup to daily cash reporting and bank deposits.
- Provides pertinent financial and historical data for annual budget preparation.
- Assists the Town Manager with annual budget and enters all budgets in Trio.
- Responsible for the year end audit process and preparation for the same.
- Maintains all records for contracts, leases, bids, and other documents.
- Administration back up for website and camera functions/recordings for meetings for Western Hills Access Television
- Performs related work as required by the Town Manager.

KNOWLEDGE/SKILLS:

- Working knowledge of laws relating to municipal finance in the State of Maine
- Thorough knowledge of office automation and computerized financial applications, specifically the TRIO financial software system, or similar system.
- Microsoft Office and Excel.
- Excellent organizational skills.

ABILITY TO:

- Communicate effectively, both orally and in writing.
- Prepare and submit written materials, including reports and budgets.
- Perform monthly reconciliations of all financial accounts.

POSITION REQUIREMENTS

Experience and Education/Training:

- Three (3) years related experience or any equivalent combination of education and experience.
- High School diploma or equivalent with related work degrees.

Licenses/Certifications:

- Current (valid) driver’s license with a clean driving record.
- Notary Public.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers/scanners, filing cabinets, and fax machines.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand, walk, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities, and activities may change at any time with or without notice.

External and internal applicants, as well as position incumbents who become disabled, 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.



Employee Signature:

Date: