



Town of Hillsborough Positions Descriptions

Finance Director

Department: Finance
FLSA Status: Exempt, Executive

Bargaining Unit: Unrepresented
Revision Date: 08/03/00

GENERAL PURPOSE

Under administrative direction, performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and systems of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this position typically perform but are not limited to the duties noted below on a regular basis:

- Serves as chief financial advisor to the City Manager and City Council;
- Establishes and maintains internal control procedures and assures that generally accepted accounting practices are observed;
- Supervises the collection of taxes, fees, and other receipts in accordance with laws;
- Forecasts and monitors the financial condition of the City to assure its fiscal well being;
- Serves in official capacity as Town Treasurer;
- Prepares operating and capital budget requests;
- Selects, trains, supervises and evaluates administrative services personnel;
- Gathers, interprets, and prepares data for studies and reports;
- Coordinates department activities with other departments and agencies as needed;
- Communicates official plans, policies and procedures to staff and the general public;
- Determines work procedures, prepares work schedules, and expedites workflow;
- Oversees the central computerized financial and management information system;
- Oversees Town investments, payroll and accounts payable processing, posting and reconciliation of ledgers and accounts and utility and other billings;
- Serves as staff to the Financial Advisory Committee.

DESIRED MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and five (5) years of progressively responsible municipal finance work. A Masters' degree is desirable. Considerable knowledge of modern governmental accounting theory, principles, and practices; internal control procedures; management information systems; computerized financial applications; public finance and fiscal planning; payroll and accounts payable functions; budgetary, accounting and reporting systems, GAAFR, GAAP and GASB; Ability to prepare and analyze complex financial reports; maintain efficient and effective financial systems and procedures; effectively supervise staff; establish and maintain effective working relationships with employees, city officials; ability to communicate effective orally and in writing.

City Manager: _____ Date: _____