

**TOWN OF STEVENSVILLE
ADMINISTRATION JOB DESCRIPTION**

Class Title: Finance Officer
Department: Administration
Date:

GENERAL PURPOSE

Oversees and administers the finance functions for the Town of Stevensville, including accounting, asset management, risk management, utility billing, and budget administration.

SUPERVISION RECEIVED

Works under the general supervision of the Mayor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage the operations of the Town's finances, including oversight and administration of accounting and financial reporting for all funds, departments, divisions, and programs, payroll processing, accounts payable, and utility billing.

Establish and maintain policies and procedures for daily finance operations.

Advise other departments in financial matters, including economic development.

Handle the issuance of capital financing instruments, such as general obligation bonds, revenue bonds, and industrial development bonds.

Serve as budget officer and purchasing officer for the Town; establish budget preparation methods and timetables; work with Mayor and Town Council to evaluate budget requests from all departments; develop procurement policy for the Town and oversee adherence to policy guidelines; make recommendations on the Town's investment and financial policies.

Duties are performed in typical office setting where hazards and discomforts are modifiable and controllable.

Assist in the administration of retirement and fringe benefit programs; determine payroll tax

treatment for benefits; provide financial guidance in the negotiation and administration of the Town's collective bargaining agreements; play key role in developing and monitoring the risk management program of the Town.

Assist in evaluating problems and operations in other Town departments, identify problems, and develops alternative solutions to financial and budgetary issues; conduct and oversee performance and compliance audits

Analyze the financial impact of proposed legislation on the Town.

Performs other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Any combination of education and experience equivalent to a bachelor's degree in accounting, business, or public administration with emphasis in governmental financing and/or accounting.
- (B) Five years of progressively responsible governmental accounting and finance experience with four years management experience.
- (C) Master's degree in accounting, financial management, public administration or related field preferred.
- (D) The Finance Officer must attend the Montana Municipal Clerks, Treasurers and Finance Officers Association Institute or similar continuing education each year of employment.

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of public sector financial administration principles and practices including the principles of governmental accounting and financial reporting, debt administration, budgeting, purchasing, and risk management.
- (B) Knowledge of Governmental Accounting Standards Board (GASB) pronouncements, regulations, and guidelines.
- (C) Skill in managing the day-to-day operations of the Town's financial operations.
- (D) Skill in understanding and interpreting complex laws, regulations, policies, procedures, and guidelines.
- (E) Skill in communicating both orally and in writing.
- (F) Skill in evaluating the effectiveness and efficiency of existing Town operations and proposed programs.

- (G) Skill in developing financial policies, procedures, and guidelines.
- (H) Skill in establishing and maintaining effective relationships with elected officials, Town employees, businesses, and citizens.
- (I) Knowledge of municipal financial software.

SPECIAL REQUIREMENTS

- (A) No felony convictions or disqualifying criminal histories within the past seven (7) years.
- (B) Ability to read and write the English language.
- (C) Hold a valid Montana Driver's License.

PHYSICAL DEMANDS

Ability to work in a standard office environment and perform light physical labor which may include lifting and moving documents and equipment weighing as much as 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee: _____

Date: _____

Supervisor: _____

Date: _____