

FINANCE DIRECTOR - TOWN OF STONINGTON

Start Date: August 21, 2024 | **End Date:** Until filled

County: Hancock County

Job Type: [Finance](#)

Title Position: Finance Director, Town of Stonington, Maine

Department: Finance, Full time

Nature of Work

The Finance Director is responsible for all town accounting and financial operations for the Town of Stonington. Stonington is an attractive town of approximately 1200 year-round residents, situated right on the ocean directly on our busy working waterfront harbor. In the summer, the seasonal population increases the volume of those we serve. This requires considerable knowledge of municipal accounting, finance, and computer systems operations. We use TRIO, governmental accounting software and QuickBooks. The employee is responsible for the performance of complex and varied accounting assignments involving the application of accounting skills and knowledge of the complete set of Town General Ledgers and accounts, in addition to Town Utilities Water & Sewer. Stonington also has several enterprise funds comprised of a Municipal Commercial Fish Pier, Business complex in a renovated former school building, Gym building which serves as our Community Center, as well as Public Works, Transfer Station, Airport and Public Docks. The position involves a considerable range of interesting and diverse responsibilities with a shared friendly team of co-workers in a pleasant oceanside community.

This employee follows established procedures and regulations but must exercise judgment and initiative. Work is checked by observation, verification, internal controls, and annual audits by outside auditors.

Duties and Responsibilities

- Responsible for a complete chart of accounts that meet the anticipated needs of every fund required in the municipality and maintaining them on a computerized general ledger system.
- Reconciles all balance sheet accounts. Includes cash accounts, tax and water/sewer receivables, expenses, payroll withholding accounts and other miscellaneous accounts.

- Prepares monthly revenue and expenditure reports for the Town Manager, Selectmen and Department Heads. Prepares quarterly financial reports. As necessary, prepares additional monthly financial reports.
- Supervises the daily handling of receipts/deposits from all departments. Tracks cash flow and recommends investment choices to the Town Manager.
- Responsible for all accounts payable functions including preparing the weekly accounts payable warrant, charging the proper accounts, coordinating invoice payment with the Town Manager, Department Heads, and vendors, and preparing 1099 forms.
- Responsible for all payroll functions including preparing a weekly payroll for all town employees and maintaining all payroll records and preparing W-2 forms.
- Prepares all necessary reports sent to Federal and State agencies, the Internal Revenue Service, the Select Board and Town Manager. These include quarterly 941 reports, State unemployment reports, general assistance reimbursement and statistical reports and Department reports.
- Responsible for the coordination of all the town's insurance coverage including property and liability and workers comp. Also, all employee benefit programs including health insurance, a 401-retirement plan and disability insurance.
- Performs year-end close out of the general ledger. Prepares any information necessary for the annual audit and assists the outside auditors in their audit.
- Responsible for maintaining Tax Receivable & balancing, and Water/Sewer Receivable records and reconciling these to general ledger balances. Includes processing abatements, supplemental tax bills and making miscellaneous adjustments to the Tax and Water/Sewer Receivable systems.
- Responsible for the printing of tax bills annually and Water/ sewer bills quarterly.
- Assists the Town Manager in processing grant reimbursement requests and in the accounting for these funds for special revenues, payments to contractors, portal reporting, occasional assistance on grant budget application needs.
- Works closely with the Town Manager in the preparation of the annual budget.
- Attends Selectmen budget meetings and regular Selectmen meetings as needed.

Secondary Duties

Supervises all town computer operations. Provide guidance, assistance, and support for all the town's computer users. Troubleshoots problems and coordinates support provided by Trio or QB Software and our outside technical support personnel. Fills in for the Town Manager as needed at times.

Supervision Received & Given

This employee performs their work under the direction of the Town Manager.

Education & Training

Graduation from an accredited four-year program with a bachelor's degree in accounting is recommended. Significant practical experience in accounting, particularly in municipal fund

accounting, is required. Experience with computer systems, applications software, PCs and Microsoft Excel and Word is required. Knowledge of Trio and QuickBooks software is a plus.

Suggested Skills

- Considerable knowledge of accounting principles and practices particularly as applied to fund accounting, and the understanding of municipal financial operations.
- Considerable knowledge of computer operations, computerized accounting, and computer networks. Must be able to work independently on PCs and to have a thorough understanding of all the town's financial software. The town's financial and accounting operations and property tax and water/sewer billing records are completely computerized. A high level of knowledge of Microsoft Excel and a working knowledge of Microsoft Word.
- General knowledge of insurance programs and packages and a thorough understanding of the town's employee benefit programs.
- Ability to exercise judgment and considerable initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing accounting procedures.
- Ability to work independently with little supervision.
- Ability to analyze cash flow and investments.
- Ability to perform complex accounting work accurately and rapidly.
- Ability to draft accurate and concise reports dealing with the financial status of the town for various agencies and officials.
- Must keep up to date on Generally Accepted Accounting Principles and related laws and regulations and implement any necessary changes.
- Must be detail oriented and willing to work as a team member and assist the Town Manager on shared responsibilities.

Finance position is FT with benefits, vacation time, paid holidays, two personal days.

If interested, please send cover letter, resume and 3 work related references to townmanager@stoningtonmaine.org or mail to Kathleen Billings, Town Manager, PO Box 9, Stonington, Maine 04681.