

FINANCE & HR COORDINATOR

TOWN OF FREMONT NH

Full-time / salaried / exempt

Position Purpose: Manage and oversees (performs as necessary), all routine finance and HR Functions for the Town. May oversee other part-time staff in bookkeeping functions and assist the Town Administrator as needed with preparation of reports and documentation. Assist in establishing, implementing and maintaining policies as needed to ensure the Town is compliant with all State and Federal regulations and filings.

Essential Functions: *The essential functions, or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

Many of these tasks may be executed by other part-time staff, but Coordinator should be prepared to oversee (and perform when/if necessary).

HUMAN RESOURCES

- Coordinate and execute the daily operations of the Human Resource function.
- Oversight of bi-weekly payroll data entry through processing of needed reports and checks/direct deposit.
- Weekly, Monthly and Annual financial reporting as required by NH Retirement, IRS and other Federal and State Agencies.
- Effectively and efficiently administer and manage payroll and personnel systems to include employee benefits coordination.

BUDGET DEVELOPMENT AND FINANCIAL ADMINISTRATION

- Coordinate and execute the daily operations of the Finance function.
- Assist the Town Administrator with budgeting (preparation and documentation through the budget cycle.) Attends Town Budget Committee meetings throughout the year.
- Prepare, present, and administer budgets of overseen departments, after approval. Prepare and compile annual Town Budget each budget season with the assistance of the Town Administrator
- Work with other finance officials to ensure monthly balancing with Town Clerk, Tax Collector and Treasurer, as well as the Bookkeeper.
- Prepare routine and cyclical reports as required to provide a record of operations and the financial status of the Town, and to comply with Town, State, and Federal reporting requirements. Prepare or assist in preparation of annual required NH DRA reporting (MS forms, etc.)
- Administer and manage the financial resources of the Town to include accounting, tax and fee collections, payroll and personnel systems, capital and operating budgets, risk management, procurement, cash management, accounts payable and receivable and debt service.
- Coordinate investments, bank relations, capital generation plans of the Town with the Town Administrator and the Town Treasurer
- Coordinate, administer, and evaluate the purchasing process of the Town to assure compliance with State and Federal requirements and Town's policies.

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- Oversee Capital Asset inventory and reporting. Assist with Capital Improvements planning and resource tracking.

RISK MANAGEMENT

- Assists Town Administrator with the Town's Risk Management to include insurance coverage coordination and claims reporting and management.
- Develop and implementation for safety program to meet OSHA, State, and insurer requirements.
- Compile, authorize and submit FEMA claims.

OTHER / GENERAL

- Assist the Administrator in the administration and operations of the town, as needed.
- Liaison between overseen staff and the Town Administrator (Select Board if needed).
- Be available to attend evening / off hours meetings as may be needed / scheduled.
- Work as an effective member of the senior administrative staff of the Town.
- Monitor trends and make recommendations regarding policies, procedures, operations, and the administration of overseen departments.
- Performs other related duties as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma or equivalent; training/experience in NH Municipal Government Finance. BA in accounting with a major study in accounting or business administration with 5 years of experience in accounting, previous municipal experience and GFOA certification preferred. Demonstrated experience in financial management accounting and fund management. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department(s) in order to direct and coordinate work within the department(s).

Knowledge, Ability and Skill:

Knowledge: Knowledge of NH Statutes and Administrative Rules, NH Municipal Government procedures. Moderate to advanced computer skills and knowledge. Operating knowledge of MS Office Suite of programs, QuickBooks accounting software, BMSI. Knowledge of IRS regulations, NH DRA regulations and ability to learn Town Policy.

Ability: Establish and maintain working relationships with the public, organizations, departments and Town Officials. Communicate effectively verbally and in writing. Work independently with minimal oversight, attend to many items simultaneously, and/or in sequence; and coordinate projects and around deadlines. Working knowledge of accounting procedures.

Skill: Excellent planning and organizational skills. Exceptional customer service skills. Good judgment and integrity. Proficient at interpersonal and problem-solving skills. Attention to detail required. Work harmoniously with elected and appointed Town Officials, the public, public agencies and their staffs, the media, and private organizations. Make mathematical computations rapidly and easily. Use computer, calculator, fax/scanner and other common office equipment.

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Maintain an appropriate level of confidentiality regarding records of the Town. Familiar with and executes safe work procedures associated with assigned work.

Physical Requirements: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stoop, sit, talk, and hear; uses hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up equipment and supplies, tools, and other common office equipment. Sometimes lifts and/or moves objects weighing up to 25 pounds such as materials, equipment, supplies. Vision and hearing at or correctable to normal ranges. Must be able to drive a vehicle and possess a valid New Hampshire driver's license.

Supervision: *Supervision Scope:* Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the general direction of the Town Administrator.

Supervision Given: Supervise other finance clerical staff as needed.

Job Environment: Work is performed under typical indoor conditions; the noise level is moderate; some work could be outside of normal business hours.

Operates computers, printers, copiers, adding machine, telephone, AV equipment. Employee will have contact with the public, Town Departments, Officials, and Town employees. Contacts are in person, by telephone, text messaging, and by email and involve an information exchange dialogue.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.