Town of Tamworth, New Hampshire

84 Main Street

Tamworth, NH 03886

(603) 323-7525

(603) 323-2349 (fax)

Position Title: Town Administrator-Finance Officer

Classification: Full Time – Exempt Salaried

Schedule: Monday-Friday 8:30-4:30, Board of Selectmen Meetings (Other evenings and weekends as needed.)

Pay Grade: TBD

**JOB SUMMARY**

Coordinates the daily functions of the Town Office and administers Town policies. Performs a wide variety of general administrative & supervisory functions and a full range of highly responsible administrative support duties, including administrative, financial and assessing. Must be flexible and able to deal with multiple issues that are not able to be scheduled or considered routine. Must be able to prioritize work and know when to ask for assistance from the Board of Selectmen (BOS). Performs accounting and bookkeeping work with respect to payroll, accounts payable and receivable. Prepares financial reports.

**SUPERVISION RECEIVED**

Works under the general guidance and supervision of the Board of Selectmen.

**SUPERVISION EXERCISED**

Supervises the Administrative Assistant and the Assessing Clerk. Carries out direction of the Selectmen in communication with and direction of Department Heads.

**EXAMPLES OF ESSENTIAL DUTIES**

1. Implements directives and policies of Board of Selectmen.
2. Researches and assists the Selectmen.
3. Coordinates the daily administrative functions of the office of the Selectmen; serves as liaison between the Selectmen and town departments. Handles advertising and upon request of the Board of Selectmen makes legal inquiry.
4. Receives invoices and enters them into computer, prepares accounts payable manifests and register for BOS approval.
5. Prepares bi-weekly payroll. Completes all related federal, state and NHRS reporting.
6. Reconciles all General Ledger accounts monthly. Enters all cash receipts from all departments. Prepares deposit of all miscellaneous cash receipts in the selectmen’s office with the Treasurer.
7. Processes workers' compensation claims, provides needed information regarding claims and/or follow ups as requested by Board of Selectmen.
8. Prepares reports, including revenue and expense reports monthly directed by the Board of Selectmen.
9. Researches state statutes as needed or requested by the Board of Selectmen.
10. Provides assistance to Board of Selectmen with duties of budget, warrant and town report preparation and sending the required information to the NH Department of Revenue.
11. Prepares materials for annual audit as well as for year-end reporting.
12. Maintains and updates town policies and procedures.
13. Performs all duties related to benefits administration.
14. Trains, supervises and evaluates the Administrative Assistant and Assessing Clerk
15. Oversees the requirements of RSA 91-A “The Right to Know Law” regarding the dissemination and notification requirements for all departments, committees and boards of the Town.
16. Prepares warrant for annual town meeting; consults with Town Attorney and Department of Revenue Administration as necessary for the correct format and wording of warrant articles. Posts the Town Meeting; attends Town meetings and provides input and information upon request.
17. Prepares routine and cyclical reports for submission to town, state and federal organizations.
18. Manages Town Drug Testing Policy.
19. Manages insurance programs and ensures that Tamworth complies with the New Hampshire labor laws.
20. Keeps the Board appraised of activities within town.
21. Organizes and maintains personnel files, policies and procedures of the town. Advises Board of Selectmen on matters affecting town personnel. Performs confidential duties for Board of Selectmen regarding personnel and legal matters.
22. Preparation of agendas, meeting information packets, scheduling public hearings.
23. Prepares or oversees preparation of grant applications as directed by Board of Selectmen to ensure proposals are consistent with town policy and federal law.
24. Assist with Welfare, including in times of the Welfare Officer/Deputy’s absence.
25. Perform other related duties as assigned by Board of Selectmen.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

* Good working knowledge of Accounting and Bookkeeping principles and methods.
* Ability to adapt established methods to varied accounting transactions.
* Good working knowledge of secretarial practices and procedures.
* Knowledge of State and Federal laws, rules, and regulations that apply to municipal

finances.

* Knowledge of balancing general ledger accounts, trial balance and fund accounting.
* Knowledge of Town Personnel Policies.
* Knowledge and skill in the use of computerized payroll and accounting systems and

 related software.

* Skill in the use of personal computers and customary office software, including word processing and spreadsheet software.
* Ability to perform detailed work involving written and numerical data and make arithmetical calculations.
* Ability to prepare accurate and complete financial reports and statements.
* Ability to maintain a high level of confidentiality at all times.
* Ability to be detail oriented and organized.
* Able to prioritize and handle multiple tasks simultaneously.
* Ability to communicate clearly and effectively in writing and verbally.
* Ability to maintain accurate records and files.
* Ability to work well under pressure.
* Ability to maintain effective working relationships with the Board of Selectmen, departments, employees, the public, and state and federal officials.

# MINIMUM QUALIFICATIONS REQUIRED

* Bachelor’s Degree in accounting, Business, Management or associated field of study.
* Three to five years of Financial/Administrative experience required.
* Three to five years’ experience in local government.
* Equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities to accomplish the required will be considered.
* Demonstrated ability to learn new tasks and seek information necessary to be successful at assigned responsibilities.

# PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

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.

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time; stand, stoop, bend, and ascend and descend stairs; constant use hands to finger, handle, and feel objects; frequent reaching with hands and arms; and regular lifting and/or movement of 25 pounds or less. Bloodborne pathogen classification III.

Signed: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair, William W. Farnum Selectman, Kelly J. Goodson

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selectman, Rebecca Mason Selectman, Aaron Ricker

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Selectman, Melanie Streeter