



Town of Smithfield Position Posting

Job Title:	Finance Director
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Department: Finance, Reports to Treasurer

Pay Grade: 122, Starting Pay - \$82,235.87 DOQ

FLSA Status: Exempt

JOB SUMMARY

Under general administrative direction of the Treasurer, this position directs, supervises, and performs a variety of complex professional, administrative, and technical budgeting, accounting, and financial functions in maintaining the fiscal records and systems of the Town as well as supervises and directs payroll and benefits functions.

ESSENTIAL JOB FUNCTIONS:

- Responsible for Town financial operations; forecasts, estimates and monitors the financial activities of the City and assures the solvency of the Town's finances. Manages and supervises the Finance Department to include budgeting, payroll, accounts payable, purchasing and asset management.
- Plans and organizes workloads and staff assignments to meet deadlines; coordinates work as needed in order to ensure proper fiscal procedures are followed according to state law; reviews and directs changes; mentors and conducts performance evaluation of assigned staff.
- Administers the Town's budgets: originates draft budgets for the Finance Committee; meets with Town Manager, Department Heads, and the Finance Committee to discuss budget needs and requests; establishes budget system with data for finalized budgets; and monitors expenditures, revenues, and balances throughout the year. Notifies Town Manager of fiscal trends.
- Prepares a wide variety of financial reports and financial statements. Responds to questions and/or requests for information from Department heads, Town Council, Town Manager, or the general public regarding Town financial activities, policies, procedures, revenues, and expenditures. Files reports as required by state and federal agencies.
- Prepares work papers, information, documentation, and records for auditors; works directly with auditors for annual financial audit. Helps prepare the Management Discussion and Analysis report to be included in annual CAFR.
- Oversees all aspects of Town payroll and employee benefits reporting. Works with Human Resources to review benefit contracts on an annual basis and prepare requests for proposals as appropriate to enhance benefit packages. Also, coordinates

and responds to payroll audit requests from outside entities. Consults with Town Manager and Department Heads regarding payroll issues. Files annual 1099's, Quarterly 941's, and annual W-2's.

- Administers Town funds, grants, and accounts; monitors the status, expenditures, and revenues; and ensures proper allocation, documentation and record keeping of financial activities. Works with the Treasurer to secure debt financing at the direction of Town Council.
- Establishes policies and procedures to ensure proper recording of financial transactions in compliance with local, state and federal requirements; directs implementation of internal control practices, training, and evaluation.
- Manages the Town's financial information system with the assistance of IT consultant and staff IT Network Administrator. Performs system back-ups. Identifies needs for new hardware/software. Trains new users on system, and trouble shoots system problems.
- Maintains the Town's fixed asset system. Responsible for identifying, marking, and recording all additions and deletions to accurately reflect the value of the Town's assets.
- Registers and titles all new town vehicles with the Virginia DMV.
- Serves as Procurement Coordinator for the Town by conducting and reviewing routine procurement activities to ensure the best use of public funds in the acquisition of goods, services, and construction.
- Attends Town Council and committee meetings as required by the Town Manager.
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in finance, accounting, or related field;
- A minimum of five (5) years of progressively responsible experience in related work including finance administration, payroll, administering accounts payable and receivable functions, and financial reporting;
- Previous supervisory experience required; experience working in a municipality is preferred;
- Must possess excellent attention to detail.
- Must possess strong organizational skills.
- Must possess a customer service focused attitude.
- Must be proficient in MS Office applications; specifically, Word and Excel.
- Must possess knowledge of operating standard office equipment.
- Must possess excellent communication skills, both written and verbal.
- Or equivalent training, education, and/or experience.

Knowledge, Skills and Abilities:

- Knowledge of terminology, procedure, equipment, bookkeeping, and generally accepted accounting principles;
- Knowledge of office procedures and industry best practices in treasury management;
- Knowledge of the Town's work rules and policies for employees;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar programs);
- Knowledge of MUNIS software would be helpful;
- Skill in arithmetic;
- Skill in customer service;
- Skill in planning and organizing work;
- Skill in utilizing such office equipment as a calculator, typewriter, facsimile machine, and copier;

- Skill in interpersonal relations;
- Skill in the use small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Skill in communicating effectively both orally and in writing;
- Skill in communicating and working effectively with a team;
- Skill in clarifying authority, responsibilities, and expectations; and
- Ability to complete assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures;
- Ability to prioritize and meet deadlines;
- Ability to work independently;
- Ability to meet regular attendance requirements;
- Ability to maintain the professional expertise required to perform the job effectively;
- Ability to make timely and sound decisions;
- Ability to adhere to all established safety standards and ensure such standards are not violated;
- Ability to schedule own time to meet deadlines;
- Ability to organize and communicate effectively.
- Ability to work and supervise multiple staff in multiple situations;
- Ability to make action-based decisions with the application of professional business ethics;
- Ability to establish and maintain working relationships with Town officials, fellow employees, and the general public.

PHYSICAL DEMANDS:

This is largely a sedentary role; however, some filing, light lifting, pushing or pulling is required. This would require the ability to lift files, open filing cabinets, and bend or stand as necessary. The amount of weight to lift, push, or pull would not exceed twenty (20) pounds.

WORK ENVIRONMENT:

Tasks are regularly performed with limited exposure to adverse environmental conditions.

Application Instructions:

Please apply online at <https://www.smithfieldva.gov/page/careers>.

The Town of Smithfield provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.