

**Position Purpose:**

Performs complex professional, administrative, supervisory, technical and policy development for the department. Provides oversight, coordination, and direct execution of all duties and responsibilities of the Finance Department Performs all other related work as required.

**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.)*

- Performs the duties of County Treasurer position with respect to MGL Chapter 32.
- Works with the Executive Director to prepare and manage the agency budget. Works with department heads and program managers to develop and manage program and grant budgets.
- Prepares and/or oversees all analysis of financial conditions. Regularly reports to the FRCOG Finance Committee on the financial health of various aspects of the organization.
- Prepares a Cost Allocation Plan for annual auditing and assists staff with indirect rate applications during budget preparation.
- Accountable for the recording of all agency financial transactions, including a general ledger, cash receipts journal, disbursements journal, payroll journal, accounts receivable and any other books and journals necessary to accurately reflect FRCOG financial activity. Maintain a chart of accounts for all agency programs and grants, including the tracking of funds by funding type and if federal, by Catalog of Federal Domestic Assistance (CFDA) numbers.
- Supervises finance department staff including the review and approval of all journal entries, payroll and warrant preparation including tax and reporting compliance. Trained in warrant and payroll preparation and must be able to fill in if needed.
- Assure all expenditures conform to restrictions of MGL and FRCOG bylaws.
- Assure accounting of funds comply with state and grant regulations (including allowable costs, governmental auditing rules, and subrecipient monitoring and management).
- Assist in annual program assessment fee calculations. Prepares assessment invoices and monitors the timely payment of assessment fees.
- Prepares loan amortization schedules for the Brownfields Revolving Loan Program. Prepares brownfields loan invoices and monitors for timely loan payments.
- Develops and maintains cash management systems.
- Prepares and executes any long or short-term borrowing.
- Work with Department Heads on policy development and application.
- Administer and remain current in benefits administration statutes and regulations pertaining to health insurance, Chapter 125 plans, credit union, FMLA, pension, and deferred compensation.
- Serve as trustee for OPEB trust funds, develop investment policies, and report on investment performance.
- Assure the timely reporting of all local, state, and federal financial reports as required by law or request.
- Prepares all documentation and reports for external financial audits including the Schedule of Expenditures of Federal Awards (SEFA) and Supplemental Schedule and serve as agency liaison to auditors.
- Maintain and keep in force all agency insurance policies.

- Authorized signatory in the absence of the Executive Director.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

CPA or Master's Degree in Accounting, Business, or Finance. Minimum of seven years professional experience with at least five in fiscal management or auditing of federal and state grants or an equivalent combination of education and experience. Must possess a valid driver's license.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of fund accounting, governmental auditing, and financial reporting. Familiarity with MGL chapter 32B health insurance procedures and practices and Chapter 32 retirement policies, procedures and practices. Thorough knowledge of the federal state and local laws governing personnel management. Knowledge of borrowing options and procedures under MGL.

*Ability:* Ability to work effectively with FRCOG employees, town, federal, and state representatives and the public. Demonstrated supervisory experience. Ability to prioritize work. Ability to develop effective working relationships with colleagues and general public. Ability to work under pressure and with deadlines.

*Skill:* Demonstrated expertise working in financial management systems, strong interpersonal skills, excellent oral and written communication skills. Outstanding microcomputer skills, including spreadsheet and word applications. Must be flexible.

**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.*

Ability to view computer screens and work with details for extended periods of time, operate standard office equipment and move throughout the office. May move objects weighing up to 30 pounds. Must be able to convey information to municipalities, consultants, officials and the public.

**Supervision:**

*Supervision Scope:* Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works under the direction of the Executive Director with considerable latitude for independent judgment and initiative.

*Supervision Given:* Supervises three employees directly.

**Job Environment:**

- Most work is performed in office conditions; regular schedule requires attendance evening or weekend meetings.
- Operates an automobile, computer, telephone, and other standard office equipment.
- Performance of duties requires frequent contact with FRCOG departments, employees, retirees, outside agencies, other governmental organizations and officials and the general public. Contacts are by telephone, in writing and by email, and in person. and involve an information exchange dialogue.
- Errors in judgment could result in delay or loss of service, adverse public relations and financial and/or legal repercussions.

*(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.)*