

Finance Director
Job Description
Town & Village of Woodstock

Summary

The Finance Director is responsible for providing strategic financial guidance to ensure the effective utilization of public funds, compliance with financial regulations, and transparent financial reporting.

Supervision Received

- Works under the general supervision of the Municipal Manager.

Essential Duties & Responsibilities

- Develops and implements comprehensive financial plans and budgets for the municipality, in coordination with relevant departments and officials.
- Monitors and analyzes revenue and expenditure patterns, identifies areas for cost optimizations, and recommends appropriate measures to achieve financial objectives.
- Prepares accurate and timely financial statements, reports, and forecasts for internal and external stakeholders, including the Municipal Manager, board members, and auditors.
- Ensures compliance with all applicable financial laws, regulations, and reporting requirements.
- Oversees cash flow management and maintains liquidity levels to meet operational needs.
- Collaborates with the Municipal Manager, Department Heads, and Board Members to address financial concerns and provide financial guidance for decision-making.
- Prepares and completes monthly and annual financial reporting for all Departments to include the posting of all journal entries, cash receipts and accounts payable vouchers, accounts payable approval, account reconciliation, and accrual and prepaid accounting.
- Coordinates, manages, and maintains liability, property, workers compensation and unemployment insurance for all town property, equipment, and activities.
- Manages all notes, bond payments, and debt requirements for the Town and Village. Obtains financial quotes and provides financial reports and records as required to obtain financing to include tax anticipation notes, current expenses loans and long-term borrowing.
- With the Municipal Manager, prepares the annual budget and annual report for all Departments.

- Coordinates and assists with municipal internal and external audits.
- Reviews contracts, orders, and documents of financial burden.
- Supervises receipt of grant funding revenues, expenses reimbursements and coordinates selected grant requirements.
- Handles unresolved customer, vendor, regulatory, and financial issues arising at the staff level.
- Collaborates with Municipal Manager to accomplish community and economic development priorities.
- Manages the development and administration of the general fund and enterprise fund budgets.
- Manages the Town and Village's overall cash position across the funds; utilizes knowledge of state and federal loans and grants to reduce costs of borrowing.
- Manages the development of the annual capital improvement plan.
- Ensures cost effective implementation of all insurance and benefit programs, including health and dental insurance; short- and long-term disability programs; retirement; general liability insurance; and unemployment and worker's compensation insurance.
- Ensure business activities associated with telephones, computers, and mobile devices are operational.
- Manages specific projects on behalf of Municipal Manager.
- Presents financial reports and recommendations at Board meetings and other public forums.

Minimum Qualifications

- Bachelor's degree in finance, Accounting, Business Administration, or a related field. A master's degree is preferred.
- Proven experience in municipal finance, public sector finance, or related roles.
- In-depth knowledge of government accounting principles, fund accounting, and financial regulations.
- Proficiency in financial software tools, as well as Microsoft Office suite.

Special Requirements

- Strong analytical and problem-solving skills, with a keen eye for detail.
- Excellent communication and presentation abilities to convey complex financial information to non-financial stakeholders.
- Must stay updated on changing regulations and be proactive in implementing necessary changes to stay in compliance.
- Transparency and ethical decision-making are vital to maintain public trust.
- Professional development opportunities and industry certifications are encouraged.

Work Environment & Schedule

- This is a desk job, working on a computer in an office with other team members.
- There are strict financial reporting deadlines and budget cycles that need to be adhered to. This can create a fast-paced work environment to meet these deadlines.
- This is a full-time position.
- Monday through Friday 8:00 am to 4:30 pm.