



Town of South Berwick

180 MAIN STREET
SOUTH BERWICK, MAINE 03908-1535
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EMPLOYMENT OPPORTUNITY

Finance Director Full Time 40 Hours+ Per Week

The Town of South Berwick has an opening for an experienced, organized, and tech savvy Finance Director. This position oversees the financial stability of the Town, including budgeting, cash flow, collections, accounts payable, accounts receivable, bonds, notes and investments.

POSITION SUMMARY:

The Finance Director has the following primary responsibilities: Oversees the preparation of an annual budget, monitoring it during the year, and preparing financial reports; reviews cash flow projections for the week/month; accounts receivable and accounts payable functions; prepares the warrant; reviews monthly investments with financial institutions to record activity and to satisfy cash flow needs; balances General Ledger Accounts; and prepares for the annual audit working closely with the external auditors.

QUALIFICATIONS NEEDED FOR THE POSITION:

- Bachelor's Degree in finance, accounting or related field, or the equivalent in education and progressively-responsible, related work experience required.
- At least three (3) years of progressively-responsible finance/accounting experience at a working supervisory level preferred.
- Experience working in a municipality or other governmental entity preferred.
- Experience using computerized financial spreadsheets, general ledgers, charts of accounts, etc. required.
- Experience with payroll and employee benefit programs preferred.
- Excellent writing and verbal communication skills, including the ability to communicate effectively with the Town Council in a public forum.
- Adept in the use of the Microsoft Office suite of products including Word, Excel, Outlook, and database software. Trio Municipal Software experience extremely desired.
- Strong analytical skills, along with system and strategic thinking.
- Sound judgment and decision making skills.
- Excellent interpersonal skills, including ability to handle conflict with the public.
- Experience with supervision or ability to delegate and manage tasks.
- Ability to multi-task.

The Town of South Berwick offers a competitive salary and a comprehensive benefits package, including health insurance, generous paid time off, and retirement.

Applications and more information can be found on the Town website: www.southberwickmaine.org under the Human Resource Department tab or in the Town Clerks office at 180 Main Street on the 2nd floor. Please return them to Deanna Remick at dremick@sbmaine.us or fax to 207-384-3303.

Precedence will be given to applications received before 10/4/18. Position will remain open until filled. **EOE**