

Town of Raymond Finance Director

The Town of Raymond, Maine is seeking an experienced municipal finance director. This is a full time position reporting to the Town Manager and is responsible for management of all activities and operations of the Finance Department. The ideal candidate must have advanced accounting skills, be accurate and detail oriented, have excellent customer service, as well as strong oral and written communications, and be able to maintain confidentiality. The ability to work in a fast-paced environment is essential.

Essential Duties and Responsibilities

- Serves as Treasurer, responsible for the collection and disbursement of all municipal funds
- Accounting, budgeting, investment of funds, and revenue administration
- Financial forecasting and capital planning
- Invoice payment, payroll management, cash receipts, bank deposits, and any other financial transactions
- Prepares financial statements and reports for presentation to Board of Selectmen reflecting financial standing
- Responsible for the preparation of annual budget working closely with the Town Manager and Department Heads
- Works with financial advisor to prepare for bond financing
- Prepares required reports as mandated by Federal, State and County agencies
- Ensures that cash is safeguarded
- Chief liaison with auditing firm
- Seeks bids for all insurance and administers employee medical insurance enrollment
- Performs related duties as required

Education

A bachelor's degree in accounting, finance, public administration, or business administration is required. Certified Public Accountant preferred. Candidates must be bondable.

Requirements of Work

- Must possess municipal and state government organizational and operational knowledge
- Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP)
- Ability to prepare reports, budgets, correspondence, account reconciliation, set priorities, and meet deadlines
- Provide effective supervision as Department Head and interact cooperatively with co-workers, vendors, other department heads, and the public
- Proficient with computer software applications, including Northern Data Systems, Microsoft Office, and willingness to learn new programs as necessary

This position offers a competitive salary based on education and experience, as well as a comprehensive employee benefit package.

For application and job description see www.raymondmaine.org
Send resume, application, and cover letter to:

Rita M Theriault
Human Resource Officer
401 Webbs Mills Road
Raymond, Maine 04071
207-655-4742 ext 123
or electronically to
rita.theriault@raymondmaine.org
Submission deadline: Thursday, August 25, 2016 4:00 PM