

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. The ability to work in a fast-paced environment is essential.

The Finance Director will be responsible for the collection and disbursement of all municipal funds. The successful candidate will perform duties such as budgeting, investment of funds, financial forecasting, and capital planning. Also, will be responsible for invoice payment, payroll management, cash receipts, bank deposits, and any other financial transactions.

The Finance Director is responsible for the preparation of annual budget while working closely with the Town Manager and Department Heads. Will also work with financial advisor to prepare for bond financing. Must have the ability to prepare required reports as mandated by Federal, State and County agencies and serve as the chief liaison with the auditing firm. Will be responsible for seeking bids for all insurance and administer employee medical insurance enrollment.

Minimum qualifications include: A Bachelor's Degree in Accounting, Finance, Public Administration, or Business Administration with 3-5 years financial/administrative experience. Preference will be given for experience with municipal or state government. Experience with TRIO is desirable. All candidates must be bondable.

The successful candidate must have a comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), the ability to prepare reports, budgets, account reconciliation, and meet deadlines. Also, will provide effective supervision as Department Head, and interact cooperatively with co-workers, vendors, other department heads, the staff, and the public.

The Town of Raymond offers a competitive salary based on education and experience, as well as a comprehensive employee benefit package.

For application and job description go to 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
Position open until filled

The Town of Raymond is an EOE.