

## **Corporation of Shepherdstown Finance Director**

**Department:** Administration

**Reports To:** Town Administrator

### **Job Description:**

The Finance Director is a senior member of the Town of Shepherdstown Administrative Offices. The Director reports to the Town Administrator and is responsible for all accounting, financial, and tax functions, including planning and reporting, for the Corporation of Shepherdstown and the Shepherdstown Water and Sewer Departments.

The Director supervises 1-2 accounting/billing clerk(s) and financial contractors and coordinates with the town elected officials and senior staff, employees, and the public to provide high quality services and to quickly resolve problems that arise.

### **Key Responsibilities:**

The Director is responsible for the following financial and administrative functions for the Corporation of Shepherdstown including the Shepherdstown Water and Sewer Departments:

- Manages day-to-day financial, budgeting, and auditing functions, with assistance of staff.
- Prepares financial statements for all funds and component units of the Town.
- Develops budgets and revisions.
- Analysis of financial information and preparation of reports and briefing materials for elected officials, Town Committees, the Town Administrator and the public.
- Supervises accounts payable, receivable, and billing and collection activities for town licenses and fee-based revenue.
- Maintains all fiscal records and reconcile financial statements.
- Prepares documentation for annual audits and other audits and financial reviews
- Maintains inventory records and oversees physical inventory of assets.
- Administers purchasing plans.
- Completes actuarial studies as needed including for the police pension fund.
- Maintain financial data storage.
- Represents the Town in dealings with financial institutions, the State Bond Authority and related entities.
- Administers Town funded grants and contracts as assigned.
- Assists in the implementation of Town projects and initiatives as assigned
- Develops and maintains records of standard operating procedures related to financial functions for which the Director is responsible.
- Perform other related duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Accounting principles and practices.
- Office automation equipment and software applications.
- Ability to work independently and multitask.
- Strong communication and problem-solving skills.
- Attention to detail and deadline oriented.
- Ability to manage and mentor staff.

- Strong commitment to customer service and methods.

#### **Qualifications and Requirements:**

- Bachelor's degree in finance, Accounting, Public Administration, or related field (Master's preferred).
- preferred CPA or relevant certification.
- Minimum 5-7 years of experience in municipal finance or related field.
- Strong knowledge of governmental accounting standards.
- Proficiency in financial software and Microsoft Office Suite.
- **Physical Requirements and Work Environment:**
- This is a full-time position with offices at Shepherdstown Town Hall.
- Primarily sedentary work in a controlled climate.
- Reasonable accommodation for individuals with disabilities.

**Pay Range:** \$79,040 - \$106,080/annually.

Please email or send resumes with cover letters detailing your interest in this position to:

Gino E. Sisco - Town Administrator

Email to:

[gsisco@shepherdstown.gov](mailto:gsisco@shepherdstown.gov)

Or mail to:

PO Box 248

Shepherdstown, WV 25443