FINANCE ADMINISTRATOR
Part-Time or Contracted Position
Department: Finance / Administration
Reports To: Mayor / Town Council
Position Type: Part-Time 20-24 HOURS A WEEK
Pay: $40-$45/HR

POSITION SUMMARY
The Part-Time Finance Administrator is responsible for coordinating and maintaining the financial operations of the municipality, including governmental accounting, financial recordkeeping, budget monitoring, payroll administration, employee benefits administration, and financial reporting.

This position serves as the municipality's primary financial administrative resource and works closely with the Mayor, Municipal Clerk, department heads, employees, banking institutions, insurance providers, auditors, and other financial representatives.

The Finance Administrator is responsible for maintaining accurate financial records, monitoring municipal revenues and expenditures, coordinating payroll and employee benefits, assisting with budget preparation, and ensuring financial transactions are properly documented and processed.

This position works in coordination with the Municipal Clerk to support the overall administrative and financial operations of the municipality. The Finance Administrator is responsible for financial and employee compensation records but does not have direct supervisory responsibility over the Customer Service Office.

The position requires financial accountability, accuracy, confidentiality, organizational skills, and knowledge of governmental accounting and payroll procedures.

1. MUNICIPAL FINANCIAL MANAGEMENT
- Oversee the daily financial administration of the municipality.
- Maintain accurate financial records and accounting documentation.
- Monitor municipal revenues, expenditures, and account balances.
- Coordinate accounts payable and accounts receivable.
- Review invoices and supporting documentation for payment processing.
- Approve payments of bills along with Mayor.
- Oversee cash receipts, deposits, and data entry
- Complete account reconciliations.
- Monitor budget expenditures and provide financial updates to the Mayor and Town Council.
- Assist with preparation of the annual municipal budget.
- Monitor municipal bank accounts and cash balances.

- Coordinate banking relationships and financial transactions.
- Maintain appropriate financial controls and procedures.
- Coordinate the annual audit and provide requested financial documentation.
- Assist with grant financial reporting and compliance when applicable.
- Monitor municipal revenues, including taxes, fees, utility collections, and other income.
- Ensure financial transactions are properly documented and accounted for.
- Prepare financial reports and statements as requested by the Mayor or Town Council.

2. PAYROLL ADMINISTRATION

- Complete municipal payroll processing.
- Review timesheets, leave requests, and payroll documentation.
- Maintain accurate employee compensation and deduction records.
- Coordinate payroll taxes and required payroll filings.
- Maintain payroll records and supporting documentation.
- Coordinate employee changes involving compensation, benefits, and deductions.
- Ensure payroll deadlines are met.
- Address payroll questions and discrepancies.
- Coordinate payroll information with department heads and the Municipal Clerk.
- Maintain confidentiality of employee compensation and payroll information.
- Ensure payroll transactions are properly recorded in municipal financial records.

3. HUMAN RESOURCES / EMPLOYEE BENEFITS ADMINISTRATION

- Coordinate employee health, dental, vision, life, and other benefit programs.
- Maintain employee benefit enrollment records and eligibility documentation.
- Coordinate insurance enrollment and employee benefit changes.
- Assist employees with questions regarding insurance, retirement, leave, and other benefits.
- Communicate benefit changes and enrollment deadlines.
- Serve as the municipal contact for insurance carriers and benefit representatives.
- Coordinate annual open enrollment.
- Assist with retirement program administration and employee inquiries.
- Coordinate workers' compensation paperwork and employee-related insurance matters.
- Maintain insurance-related records and documentation.
- Coordinate employee benefit deductions with payroll.
- Maintain confidential employee benefits and insurance information.
- Work with the Municipal Clerk regarding employee onboarding, personnel documentation, and administrative coordination.

4. BUDGETING AND FINANCIAL REPORTING

- Assist with preparation of the annual municipal budget.
- Monitor budget appropriations and departmental expenditures.
- Prepare periodic financial reports for the Mayor and Town Council.
- Identify budget variances and bring financial concerns to the Mayor's attention.
- Maintain supporting documentation for budget amendments and financial adjustments.
- Assist with financial projections and revenue monitoring.
- Provide financial information needed for municipal planning and decision-making.
- Assist with preparation of financial information for grants and other funding opportunities.

5. AUDIT AND FINANCIAL COMPLIANCE

- Coordinate preparation for the annual municipal audit.
- Maintain accurate financial records and supporting documentation.
- Respond to auditor requests for financial information.
- Assist with compliance with applicable governmental accounting requirements.
- Maintain financial documentation in accordance with applicable retention schedules.
- Assist with required financial filings and reporting.
- Maintain appropriate separation of financial duties and internal controls.
- Bring discrepancies, irregularities, or financial concerns to the Mayor's attention.

6. COORDINATION WITH MUNICIPAL CLERK

- Coordinate payroll information and employee changes with the Municipal Clerk.
- Provide financial reports and information needed for Council meetings.
- Coordinate employee benefits administration and related paperwork.
- Work with the Municipal Clerk to ensure accurate employee records and payroll documentation.
- Coordinate financial information relating to Customer Service Office collections and municipal revenues.
- Provide financial information and support for administrative projects as requested.
- Communicate financial concerns and operational needs to the Mayor and Council.

EDUCATION & EXPERIENCE

Associate degree or bachelor's degree in accounting, finance, business administration, or a related field preferred.

Experience with governmental accounting, municipal budgeting, payroll processing, or employee benefits administration preferred.

Knowledge of accounting software, payroll systems, and financial reporting procedures.

Ability to maintain confidential financial and personnel information.

Strong attention to detail, organizational skills, and accuracy.

WORKING CONDITIONS

This position primarily operates in a municipal office environment. The position is part-time, with an established work schedule based on municipal financial and administrative needs. Additional hours may be required during payroll periods, budget preparation, annual audits, and other financial reporting deadlines.

ACKNOWLEDGMENT

This job description is intended to describe the general nature and level of work performed by the employee. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Duties may be modified or assigned as municipal needs change, consistent with applicable law and municipal policy.

Employee Signature: _____

Date: _____

Mayor Signature: _____

Date: _____