

Town of Harrisville

Select Board Office Position Opening (for distribution January 29, 2024)

### **Position Summary**

The Town is searching for an individual to lead and support the Town's financial and personnel administrative function. The Select Board estimates the work effort will average 16 hours per week, determined by the workflow and Board needs and

Success in this position will require systems-thinking and attention to detail and follow up, and a well-organized approach to managing a wide range of tasks and projects accurately and within prevailing guidelines and changing technology.

Working with the Town's Select Board, Treasurer, Assessor, Tax Collector, and Administrative Assistant this position holds the

- Financial and accounting function (~ 30%),
- Payroll and benefits administration (~ 30%), and
- Other related areas (~ 30%), including grant and RFP administration.

### **Overall areas of responsibility and activity**

- Evaluate systems, practices, and policies, and recommend and implement process improvements and efficiencies; and
- Maintain, develop, and implement financial controls and standard operating procedures, with collateral forms and instructions as appropriate.

### **Financial and accounting (~ 30%)**

- Manage accounts payable and receivables;
- Create financial reports and statements that support financial controls and monitoring; flag and reconcile transactions and cost center activity as appropriate;
- Oversee vendor and insurer relations, including policy updates, claims filing and follow up, and soliciting service and project proposals;
- Lead financial management activity, prepare financial warrants within tax rate objectives;
- Create and coordinate State agency reporting; and,
- Coordinate the annual audit with the Town's auditing firm and town employees.

### **Payroll and benefits administration (~ 30%)**

- Process the bi-weekly payroll through the payroll service;
- Administer the benefits program, including open enrollment;
- Lead and support staffing projects;
- Maintain employment registration and renewals;
- Maintain vendor and insurer relations, including handling Workers Comp claims; and,
- Other projects and initiatives as needed.

**Other (~ 30%)**

- Coordinate grant applications, monitoring, and reporting;
- Maintain financial and personnel recordkeeping;
- Assist with requests for proposals;
- Maintain employee handbook compliance as needed; and,
- Other tasks and projects as may be proposed or assigned.

**Qualifications**

- Relevant education and training plus five plus years substantive, similar experience required. Municipal government accounting or financial administration preferred. Human resource administration a plus.
- Solid financial analytical skills and proven ability to guide and mentor others.
- Strong teaming, communication, negotiation skills (ie writing, presentation, reporting)
- Ability to manage conflicting interests and priorities, and present complicated financial information to a broad audience.
- Strong, demonstrated ethical standards, dedication to excellence, and capacity to work with tact and discretion.
- Able to use and learn new desktop and online software. Proficiency using MS Office Suite, Intuit QB, ideal.

**Application**

To apply, submit a cover letter, resume, and employment application available at the website. Applications may be submitted to the Select Board by email: [TownHall@HarrisvilleNH.org](mailto:TownHall@HarrisvilleNH.org). Applications will also be accepted at the Select Board's office.

The position is open until filled.

The Town of Harrisville is an Equal Opportunity Employer