

**Job Description****Date:** April 13, 2026**Title:** Finance Director**Department:** Finance**Overall Job Objective:**

Supervise, interpret, and communicate the fiscal operations of the Town, to support and provide guidance to Department Heads, Town Manager, Selectboard, and the public.

The Director of Finance is a crucial part of the Town's leadership team and oversees all aspects of the Finance department. The Director is responsible for various tasks such as budget preparation and monitoring, financial reporting, investment of public funds, annual audits, purchasing, cash management, bank relations, accounts payable and receivable, debt management, and coordination of assigned activities with other town departments and outside agencies. These duties and responsibilities require attention to detail, accuracy, and time management skills. In addition, the employee must have strong organizational, documentation, economic, and accounting skills. The Town of Brattleboro employs 170 employees and has a general fund budget of \$23M.

Work Schedule: Monday – Friday 8:30 am – 5:00 pm with occasional evening meetings as required or requested. Required to attend Selectboard meetings on a quarterly basis.

Wage: FY'27 \$103,801.78 - \$107,953.85

Title of Immediate Supervisor: Town Manager

Title(s) of Position(s) Direct Supervision Exercised: Over all Finance department personnel. Treasurer, Accountant, Finance Clerk and AP/AR Specialist. (3.7 FTE)

Essential Job Functions, Duties, Responsibilities and Tasks:

1) Provides strategic advice and technical guidance on all Finance department procedural and policy matters, which include the following:

- a) Develop and implement internal controls and processes to ensure the accuracy and integrity of financial data.
- b) Development of major policies and procedures, encourage personnel to be accountable for their work and take ownership in what they do, while embracing change and demonstrating positive leadership.

- c) Encourage passionate, positive, and enthusiastic employees, fostering a participatory organizational climate that is open, positive, reinforcing, and supportive.
 - d) Help employees understand their part in meeting Town-wide strategic goals and vision.
 - e) Demonstrate collaboration and conflict resolution skills with other departments and employees.
 - f) Help employees see the value of developing their skills and assist them in eliminating barriers within their development; encourage employees to step outside of their comfort zone to develop their skills.
 - g) Provide meaningful, timely employee feedback and appraisals, and effectively address employee performance problems.
 - h) Provide leadership and guidance to the finance team, ensuring they have the necessary resources and support to perform their duties effectively.
 - i) Ensure compliance with accounting and tax regulations, as well as internal policies and procedures.
 - j) Suggest, develop, implement, and monitor internal controls and technology solutions to uphold integrity and trust in Town government.
- 2) Works in a collaborative manner to oversee and manage programs, team efforts, and the department, which includes the following:
- a) Supervises the preparation of departmental budget, the procurement of materials, supplies, and equipment, and the maintenance of the necessary records.
 - b) Attend meetings or training to keep abreast of the latest development in finance methods and administration.
 - c) Maintain regular and punctual attendance.
 - d) Directs related administrative activities including budget preparation and execution, purchasing, personnel selection, reports, employee training, and correspondence in administration of projects.
 - e) Oversee the accounting and financial reporting functions of the organization, including accounts payable, accounts receivable, payroll, and general ledger.
 - f) Manage cash flow and financial risk, including the development and maintenance of budgets, economic forecasts, and financial models.
 - g) Monitor financial performance and provide regular reports to senior management and other stakeholders, such as board members or the public.
 - h) Manage relationships with external stakeholders, such as banks, auditors, and tax authorities.
- 3) Serves as a collaborative member of the Town's Department Head management team, which includes the following:
- a) Making executive-level decisions in alignment with the direction of the organization.
 - b) Communicate effectively with department staff, other Town employees, the public, and members of organizations or other agencies.
 - c) Analyze financial data and provide recommendations to senior management on strategies to improve financial and economic performance.
 - d) Develop and implement financial strategies to support the organization's goals and objectives, working closely with senior management.
- 4) Other duties, including the following:

- a) Attend some of the regular evening Selectboard meetings required to present Finance Reports to the Selectboard and the public.
- b) Accountable for all duties of this job, and other projects and responsibilities may be added at the Town's discretion.
- c) Monitors town financial records while assisting all departments in tracking against the annual budget.
- d) Compiles the submissions of departmental budget requests; works with department heads, the Town Manager, and others in understanding and developing budget documents; reviews requests and checks figures and submissions for accuracy; provides budget drafts and final budget documents for review; invests in public funds and reporting of investments; monitors expenditures; reviews purchases and requests for purchases for compliance with established purchasing requirements, policies, and procedures.

Non-Essential Duties and Tasks: *The responsibilities and duties listed are examples of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Key Competencies:

We will consider any combination of relevant work experience, volunteering, education, and transferable skills as qualifying, unless specifically stated as required.

- Command Skills – skill at leading, encouraging tough debate but able to move on, taking on tough issues and challenges while working through them effectively.
- Administration and Management – knowledge of business and management principles involved in strategic planning, resource allocation, personnel management, leadership technique, and coordination of people and resources.
- Motivating Others – skill at creating a climate where people want to contribute their best; can motivate different kinds of people and teams; empowers others.
- Managing and Measuring Work – Skill at clearly assigning responsibility for tasks and decisions; setting clear objectives and measures; designing feedback loops; and monitoring process, progress, and results.
- Confronting Direct Reports – skill at dealing with direct report problems firmly and in a timely manner; comfortable with regular performance reviews and holding direct reports accountable.
- Business Acumen – knows how professional work fits into the overall Town government; knowledgeable and current in business policies and practices; broad-thinking.
- Critical Thinking – skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Perspective – knows how to look toward the broadest possible view of an issue or challenge; can easily pose future scenarios and predict impacts to a range of stakeholders; has broad-ranging interests.
- Communicating – skill in communicating with people inside and outside the organization including elected officials and in representing the organization to customers, the public, other government agencies, and other external parties; communicates effectively verbally and in writing; and work effectively across diverse cultures and constituencies.
- Organizational Agility: can perform within all levels of the organization and obtain successful

outcomes; interacts with internal and external stakeholders and customers in a manner that supports organizational values.

- Dealing with Ambiguity: is comfortable with change and uncertainty; is effective in novel situations and makes work-appropriate decisions based on available information.
- Certifications/Education:
 - Minimum: Graduation from an accredited high school supplemented by completion of courses in finance methods and techniques or any combination of schooling and equivalent experience, bachelor's degree in a related field (finance, accounting, economics, business administration) Experience in budgeting, financial management, and accounting.
 - Desired qualifications: Master's Degree in a related field, supervisory/leadership experience, municipality experience, CPA certification. OpenGov experience.
- Experience: A minimum of 5 years of experience in financial management, accounting, or a similar role, knowledge of governmental accounting principles and practices, familiarity with budgeting and forecasting processes, ability to analyze financial data, strong leadership and communication skills.

Physical Demand and Mental Effort: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodation may be provided to enable individuals with disabilities to perform their work duties. While performing these duties the employee must be able to communicate verbally. Work is sedentary in nature and requires sufficient physical stamina and strength for constant sitting to perform daily tasks; occasional walking through a multilevel facility to retrieve information; frequent sitting, sometimes for extended periods. Frequently reaching above shoulder and twisting to file documents and lifting supplies and materials; occasional bending, kneeling, climbing, balancing, and reaching below shoulder to store documents, materials, and supplies. Constant light grasp, fine manipulation, and handling to perform daily duties; occasional firm grasp to safely use equipment. Occasional lifting, carrying, pushing, and pulling of 5 up to 25 pounds to move materials and supplies with or without accommodations. Must tolerate moderate noise levels and interruptions in a moderate to fast paced environment. Ability to work under stress from demanding deadlines, public contact, and changing priorities and conditions.

Required Materials and Equipment:

General office equipment including computers, telephone, copy machine, and calculator.

Work Conditions:

The position requires a great deal of communication with Town employees, the public, and outside agencies.

Pre-Employment Requirements:

Background checks will include employment references and criminal history. May include a credit check, driver's license record, and education verification.

Union Status: Non-Union Management. New employees or internal transfers are on probation for one year from the date of hire or transfer.

FLSA Status: Exempt Employee (salary).

The Town of Brattleboro is committed to diversity, equity, and inclusion. We strongly encourage people of color, people with disabilities, LGBTQIA+ applicants, and people from other underrepresented groups to apply, recognizing and respecting those diverse perspectives and experiences are valuable to our team and essential to our high performance in public service.

Job Description Acknowledgement

I have read and understand the functions and requirements of this position and am able to perform them. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position. I also understand that this is not a contract and employment remains at will for both me and my employer.

Signature of employee

Date