



Town of Winslow, Maine
Position Description

Human Resources & Finance Director

OVERVIEW OF POSITION:

This is an administrative personnel work of a confidential nature in support of the Human Resources function as well as being responsible for the organizing of activities involving finance.

Work involves responsibility for planning and organizing all operations of the Town including accounting; payroll; accounts receivable & accounts payable, assisting in budget preparation; and other activities as delegated by the Town Manager. Work requires discretion, initiative and strict attention to detail. Considerable contact and interaction with employees and representatives from various health and benefit providers.

ESSENTIAL JOB FUNCTIONS:

Finance:

- Process payroll on a bi-weekly basis. Processes employee timesheets for bi-weekly payment. Records vacation and sick time earned and used. Process all necessary disbursements on a weekly, bi-weekly, monthly and quarterly basis.
- Processes Accounts Receivable using MUNIS software as appropriate.
- Performs cash receipting. Verifies cash, checks and credit cards payments for the staff in the Collection department. Prepares deposit slips for various accounts and make deposits to the bank. Opens Town vault and safe by combination codes when necessary. Prepares and enters money received from Town departments and the public into cash receipting software and provides receipts.
- Performs Accounts payable activities, such as preparing bi-weekly warrants for Town Manager and Town Council approval.
- Assists in communicating with vendors and employees to procure missing information and respond to inquiries.
- Keep track of all fuel reports submitted by Public Works Secretary in fuel folder for auditors as well as on a spreadsheet on the computer.
- Support Town Manager with managing the property casualty, unemployment and workers compensation insurance policies, including claims processing and annual renewals.
- Assists in maintaining the fixed spreadsheet by fiscal year, recording purchases, disposals and depreciation.

- Assists with reconciling accounts such as taxes,accounts receivable and accounts payable.
- Assists with maintaining fund accounting records,including the posting of items to the general ledger.
- Assists the Town Manager in the budget preparation and process.
- Monitors budget balances,processes check requests and orders necessary office supplies.

Human Resources:

- Enters employee data into system with respect to new employee enrollment,benefits and payroll information and completes necessary enrollment paperwork for submission to various providers.
- Processes any Workers' Compensation claims,billing and reporting as needed to MMA and follows-up on same.
- Prepares and files various state and federal reports (EEO,OSHA),responds to and completes survey and project requests,and maintains OSHA log.
- Processes insurance rate increases,responsible for announcements,open enrollments,and other activities involved in benefit and insurance changes.
- Secretary for the Safety Committee.Responsible for preparation of minutes.
- Tracks,records and maintains necessary FMLA and UNUM paperwork for employees.

General Office:

- Separates incoming mail and packages for departments.
- Provides back up coverage for the Collections department as needed.
- Attends and participates in all budget workshops.
- Maintains professional and technical knowledge by attending educational workshops,reviewing professional publications and establishing personal networks.