



Town of Milford Finance Director

Salary Range \$95,000 - \$110,000

The Town of Milford (population 17,000) is seeking a qualified applicant to fill the position of **Finance Director**. This is a highly responsible professional position with varied and complex administrative, accounting, and managerial duties. The Finance Director reports to the Town Administrator. The position requires the ability to exercise mature judgment and the ability to apply knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB), Federal and State regulations and Town Ordinances as they pertain to local government accounting and financial reporting. **Experience with Munis Financial Software is highly desirable.**

The selected individual will be responsible for:

- Oversight of the financial operations and reporting, tax collection activities, payroll, payables, and receivables.
- Coordination of all Treasury functions for the Town Treasurer including maintaining all Town deposits and investment accounts; preparing cash-flow analyses; bidding and managing banking investments and policies; etc.
- Meeting all State (NH Department of Revenue) and Federal reporting requirements as well as all financial reporting for Town funds, financial activities, and grants.
- Supervision of the Tax Collection and Finance Departments to include supervision of three (3) staff –Tax Collector, Accountant/Payroll Coordinator and Accounting Clerk.

The Finance Director works with the Board of Selectmen, the Town Administrator, the Water & Wastewater Commissioners, the Library Commission and Department Heads in the preparation of the annual Town budget (\$18M); maintains a budget-to-actual accounting system; performs budget assessment and analysis; and coordinates the annual independent audit. Please reference the [job description](#) for additional details.

Minimum qualifications:

The successful candidate must possess a minimum of a Bachelor's Degree from an accredited 4-year college or university with a major study in accounting, business administration, or related field plus at least five (5) years of progressively-responsible experience in governmental finance, accounting and audit work, plus at least 2 years of supervisory experience; or any combination of education and experience demonstrating possession of the required knowledge, skills and abilities. Demonstrated knowledge of integrated computer accounting systems and general ledger maintenance and analysis and a working knowledge of Microsoft Office software required. Experience with Crystal Reports required.

To Apply:

The Town application and job description is available on the Town's web page at [Town of Milford](#). Interviews will be on-going until a suitable candidate is found. Applicant packets consisting of a cover letter specifying salary requirements, a completed Town Application, resume, and 2 letters of reference to:

- **By mail:** Town of Milford, 1 Union Square, Milford NH Attn: Human Resources
- **By email:** Karen Blow, kblow@milford.nh.gov
- **Via on-line portal:** <https://milfordnh.applicantpro.com>

The Town of Milford is an Equal Employment Opportunity Employer

