

## **Job Description**

### **Business Manager, Town of Hardwick**

#### DEFINITION AND DISTINGUISHING CHARACTERISTICS

This is a highly responsible position for the Town that reports directly to the Town Manager. The position is responsible for municipal accounting, handling municipal funds, grants and reporting. The position is responsible for some project management, acting as the town's senior accountant and supporting efforts of the Town Manager.

Work is performed in accordance with accounting policies, professional practices, and accepted administrative procedures. This is a confidential position. The employee is expected to exercise discretion and independent judgment. Work may involve taking the lead on project management. Work originates from both the normal operating needs of the town and from the Town Manager, and is reviewed in terms of accuracy and efficiency. Work involves considerable contact with the public and professionals.

#### TYPICAL EXAMPLES OF WORK

The position serves as bookkeeper. The employee operates the town's computer based accounting system New England Municipal Resource Center, which is Excel based. Work involves accounts payable, general revenue accounts, and general ledger. Work includes entering data, processing entries, and performing and tracking inter-fund transfers. Performs monthly closing of general ledger and produces various financial reports. Closes general ledger at year end and prepares for annual audit with Town auditors.

The position assists the Town Manager in management of grants as the Town Fiscal Agent, and manages the town's revolving loan fund. The employee maintains a master file for scheduling use of public facilities, and maintaining purchasing and master files for the Town Manager's office. The employee prepares budget sheets, and assists the Town Manager and other department heads with compiling budget figures and tracking revenues and expenses. The employee generates budget numbers for planning purposes and for Town Meeting

May answer calls to the Town Manager's office, providing information and assistance as necessary.

May perform work relating to real-estate matters, labor relations, and loan initiation including: developing closing documents and working with the town attorney and performing other related duties requiring a high level of discretion and confidentiality.

Prepares agendas, packets, and maintains minutes for Select Board meetings.

Performs other related work as assigned.

WORK ENVIRONMENT

Mainly office work with some field work required. Night meetings at least twice per month, but may be more depending on time of year.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to manage multiple tasks, including project management.

Knowledge of accounting terminology and procedures.

Skill in using NEMRC municipal computer software, Excel, and Microsoft Word.

Ability to communicate and correspond effectively with the general public and professionals.

Considerable knowledge of office practices, procedures, and equipment.

Thorough knowledge of business English and grammar.

Must have tolerance for others and a desire to be helpful.

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE

Graduation from a two year college or university with a degree in Accounting/Business Management or Public Administration. Two years of responsible accounting or administrative assistance with accounting experience preferred.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties, responsibilities, and requirements.

EMPLOYEE ACKNOWLEDEMENT

I acknowledge that I have received and understand the job description for which I am assigned.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Date