



TOWN OF NORTH EAST, MD
DIRECTOR OF FINANCE

The Town of North East is seeking a full-time qualified professional for the position of Director of Finance. The Director is responsible for a full range of supervisory, managerial, and professional activities associated with the daily operations and activities of the Finance Department. This position will direct and oversee the administration of the financial affairs of the Town to include such duties as general accounting, accounting systems, payroll, purchasing, accounts receivable and payable, revenue collection, utility billing, financial strategies, financial records, supporting systems of Internal Controls of the Town, planning, forecasts, audit preparation, information technology, development and presentation of the annual operating and capital budget. The Director is an integral part of the management team and must have the ability to work closely with the department heads on the Town's financial matters. This position manages the staff of the Finance Department. The Director shall attend all Town Board meetings as directed. Work is performed in accordance with established municipal finance procedures, local ordinances and policies, and generally accepted accounting principles as applicable to governing the responsibilities of local governments. Education Requirement: Graduate from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance, or related field. Experience Requirement: Five (5) years demonstrating progressively responsible work experience, preferably in municipal finance. Salary: depending on qualifications. Generous Benefit Package. The Town is an E.O.E. For further information and to apply for the position, visit www.northeastmd.org. Position will remain open until filled.



Returned Date: _____

Received By: _____

TOWN OF NORTH EAST, MD

NOTICE TO APPLICANTS

[Screening tests for illegal drug use may be required as a condition of employment]

Feel free to submit a resume with your application. However, the resume should not be submitted in place to completing this application.

APPLICATION FOR EMPLOYMENT

POSITION APPLING FOR _____ Director of Finance _____

Regular Full-Time ___X___ Temporary _____ Emergency _____ Contractual _____

How did you learn of this employment opportunity with the Town? _____

Are you currently employed by the Town of North East? Yes _____ No _____ If yes, what Department? _____

Have you ever worked for the Town of North East? Yes _____ No _____ If yes, when? _____

Town Policy prohibits employment of an immediate family member into a position supervised by a relative. Do any members of your family work for the Town of North East? Yes _____ No _____ If yes, please indicate name and the position they hold _____

PERSONAL DATA

NAME _____
(Last) (First) (Middle)

List any other name under which your educational or work records may appear _____

Address _____
(Street) (City) (State) (Zip Code)

Email Address _____ Last 4 digits of Social Security No. _____

Home Phone No. _____ Ok to leave a message? Yes _____ No _____

Cell Phone No. _____ Ok to leave a message? Yes _____ No _____

When is the best time to contact you? _____

Do you have a valid driver's license? Yes _____ No _____ Class: A _____ B _____ C _____ ID Card _____
(This information must be provided when a driver's license is required)

License No. _____ Expiration Date _____

If not MD state Issuing State _____ Expiration Date _____

Are you legally eligible for employment in the United States? (Proof of U.S. citizenship or immigration status will be required upon employment) Yes [] No [] If no, please explain:

As an Equal Opportunity Employer, the Town of North East does not discriminate in hiring or other terms and conditions of employment regardless of race, religion, color, creed, national origin, sex, marital status, age, or the presence of any sensory, mental, or physical disability or any other reason prohibited by federal, state, or local law.

Americans with Disabilities Act: No qualified individual with a disability shall on the basis of the disability, be subjected to discrimination in employment under any service, program, or activity conducted by the Town of North East. It is also essential that the Town will not compromise safety in any of their hiring practices. The Town of North East will make all reasonable accommodations with regard to employment of individuals with disabilities. The Town will not discriminate in any way toward any employee with regard to employment related activities (i.e.; hiring, firing, tenure, layoffs, leave, etc.). No employee will be discriminated against for their association or relationship to any disabled person.

[INTENTIONALLY LEFT BLANK]

EDUCATIONAL DATA

Did you successfully complete?	Circle Highest-Grade Successfully COMPLETED				Name and Address of Last Elementary and High School Attended and Course of Study
Elementary yes ☐ no ☐	1	2	3	4	_____
Junior High yes ☐ no ☐					_____
Senior High yes ☐ no ☐	5	6	7	8	If you did not graduate from high school, have you received a GED? Yes ☐ No ☐
Date Graduated: _____	9	10	11	12	If yes, give # _____

COLLEGE OR UNIVERSITY

Name and Address of College, University or Professional School and Course of Study	Degree Received and Major	Number Semester Hours	Years Completed	Completion Date

OTHER TRAINING

Name and Address of School	Subjects Studied	Years Completed	Did you finish the course?
			Yes ☐ No ☐
			Yes ☐ No ☐
			Yes ☐ No ☐

Do you currently serve in the Military or are you a Veteran? Yes _____ No _____

Typing/Keyboarding: _____ w.p.m. Shorthand: _____ w.p.m. (if applicable to position for which you are applying)

List any licenses and/or certificates that you possess which relate to the position for which you are applying. If you are applying for a position which requires driving a Town vehicle, please note the Driver's License Number and Class in which you possess a valid license.

LIST MACHINES and/or EQUIPMENT YOU CAN OPERATE (if applicable to job for which you are applying)

ADDITIONAL INFORMATION _____

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodations? (The Town of North East adheres to the principles of the Americans with Disabilities Act).

Yes [] No [] If no, please list the accommodation(s) you feel would be necessary to allow you to perform these functions:

EMPLOYMENT RECORD DATA

Give employment record as completely as possible starting with your present or last employer.

(Include Military Service) Attach additional sheets if necessary.

1. Employer		Address	
Type of Business	Reason for leaving/ (wanting to leave)	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

2. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

3. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

4. Employer		Address	
Type of Business	Reason for leaving	Month/Year Start	Month/Year End
Title of Position	Name of Supervisor	May we contact? Yes ☐ No ☐	Phone #
Duties: _____ _____			

PERSONAL REFERENCES

<u>Name</u>	<u>Address</u>	<u>Relation to Applicant</u>	<u>Occupation</u>	<u>Telephone Number</u>
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

How soon can you report to work? _____

If employed, are you willing to accept the approved salary for the job? _____

Do you have a valid driver's license? Yes _____ No _____ N/A _____ This information must be provided if a driver's license is a minimum requirement. Please select the license class. Non-drivers should provide information from state-issued identification card, if available.

Class: A _____ B _____ C _____ ID Card _____ Other _____

Out of State License Class: _____ Issuing State: _____

License Number: _____ Expiration Date: _____

I authorize the Town of North East to investigate any and all statements made in this Employment Application. If in the judgment of the Town, any misrepresentation has been made herein or the results of the investigation are not satisfactory, an offer of employment may be withdrawn; and, if I am already employed, my employment may be terminated immediately.

I voluntarily consent to allow the Town of North East or any of its officers, employees or agents to check my references by contacting any person whom they deem to be an appropriate reference. I understand that these questions may be about my personal or educational background, work experience, character, and personality, including information of a confidential or privileged nature.

Date_____ Applicant Signature _____

I understand that if I am selected for an appointment to a position with the Town of North East I will be required to have a physical examination, including drug screen, on the basis of which I may or may not be accepted for employment.

Date_____ Applicant Signature _____

MAKE SURE YOU HAVE ANSWERED ALL THE QUESTIONS ON
THIS FORM. IF YOU HAVE NOT FILLED IT OUT COMPLETELY, IT
MAY RESULT IN THE REJECTION OF YOUR APPLICATION.

EMPLOYMENT APPLICATION POLICY

This employment application will be considered for the specific position opening only. All employment applications shall be retained for a period of four (4) years.

RETURN TO: Town Administrator
 P.O. Box 528
 106 South Main Street
 North East, Maryland 21901-0528



AFFIRMATIVE ACTION
EQUAL EMPLOYMENT OPPORTUNITY

The Town of North East is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any non-job-related medical condition or disability. Please keep in mind the questions contained in this application are not intended to be discriminatory based on any non-job information.

The information requested below is voluntary and will be used to complete statistical reporting required to analyze our applicant flow. It will be separated from your application and will have no effect on the disposition of your application. Thank you for your cooperation.

Position Applied: _____

Date: _____

Sex: Male: _____ Female: _____

Race/Ethnic Identification:

_____ White/Caucasian, Indo-European, Pakistani, East Indian

_____ Black/African American, Jamaican, Trinidadian, West Indian

_____ Hispanic, Mexican, Puerto Rican

_____ American Indian, Alaskan Native

_____ Asian, Pacific Islander

(Printed Name)

(Signature)

VERIFICATION OF EMPLOYMENT



The Town of North East
Attn: Town Administrator
106 South Main Street, North East, MD 21901
410-287-5801

A – Employee *(Complete Section A only, Print all information)*

Current/Former Employer Name _____

Current/Former Employer Address _____

Telephone No. _____

APPLICANT NAME	IF THIS NAME DIFFERS FROM NAME USED AT YOUR PREVIOUS EMPLOYMENT, PLEASE INDICATE NAME USED	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER

THE FOLLOWING INFORMATION IS REQUIRED FOR VERIFICATION BY YOUR FORMER EMPLOYER

DEPARTMENT	JOB TITLE	BASE SALARY AMOUNT	BONUS AMOUNT	OTHER COMPENSATION i.e. car allowance, etc.	EMPLOYMENT DATES FROM: TO:	
Reason for Leaving						
Release of Information Authorization	Applicant Signature:			Date:		
Town of North East	Personnel Representative:			Date:		

B – Former Employer *(Please complete this section for the above individual who has applied for employment with the Town of North East and return in the enclosed envelope)*

COMMENTS	CIRCEL ONE
WAS THE JOB TITLE AS STATED?	YES NO
WAS THE BASE SALARY AS STATED?	YES NO
WAS THE BONUS AS STATED?	YES NO
IS THE PERIOD OF EMPLOYMENT AS STATED?	YES NO
IS THE REASON FOR LEAVING CORRECT?	YES NO
WOULD YOU REHIRE THIS INDIVIDUAL?	YES NO
OTHER COMMENTS:	



Mayor and Commissioners of The Town of North East Job Description

JOB TITLE

Director of Finance

NATURE OF WORK

The Director is responsible for a full range of supervisory, managerial, and professional activities associated with the daily operations and activities of the Department. This position will direct and oversee the administration of the financial affairs of the Town to include such duties as general accounting, financial reporting, accounting systems, payroll, purchasing, accounts receivable and payable, revenue collection, utility billing, financial strategies, financial records, supporting systems of Internal Controls of the Town, planning, forecasts, audit preparation, information technology, development and presentation of the annual operating and capital budget. The Director is an integral part of the management team and must have the ability to work closely with the department heads on the Town's financial matters. This position manages the staff of the Finance Department. The Director shall attend Town Board meetings as directed. Work is performed in accordance with established municipal finance procedures, local ordinance, and generally accepted accounting principles as applicable to local governments. Work is evaluated through conferences, reports and by an independent audit of financial records.

EXAMPLES OF WORK

- Plans, organizes and supervises the operations of the Finance Department, including but not limited to collection, disbursement and accounting of municipal funds, customer service, payroll, billing, utility billing, fees, and preparation of financial reports.
- Train, supervise, and evaluate work of assigned Department staff.
- Maintains written standard operating procedures for the Department.
- Provides a check register list for each regularly scheduled Town Board meeting.
- Oversees and authenticates cash balances, deposits, cash disbursements, cash transfers and outstanding debts under the direction of the Mayor or his/her designee.
- Develop, implement, oversee purchasing policies, and monitors the purchasing system. Including preparing requests for proposal and supervising the bidding process.
- Develops and prepares annual operating budget and capital budget with all necessary financial/statistical backup for presentation with input from department heads, prepares budget amendments.
- Determines the effect of and implements new accounting standards and recommends new financial policies as required.
- Manages receipt and investment of Town revenues, including managing banking relationships and cash flow forecasting
- Oversees Risk Management functions.
- Oversees the Town's information technology systems and contractors/vendors.

- Reviews and monitors ongoing administration of budget, monitors revenues and expenditures.
- Maintains amortization schedules for all notes and leases receivable and payable
- Review budget system and financial conditions and develops methods of improvement.

EXAMPLES OF WORK (Continued)

- Prepares for and participates in the annual audit of Town financial records; follows up on findings to improve financial systems.
- Maintains a general accounting system for the Town; oversees maintenance of financial records for each department; maintains separate accounts for items of appropriation in the budget, including amount of the appropriation, amounts paid, unpaid obligations against the account, and the unencumbered balance.
- Submits to the Town Administrator and the Town Board periodic statements of the financial condition of the Town.
- Performs fiscal analysis, trend analysis, revenue forecasting, debt service planning, capital budgeting and planning, financial reporting, and related financial management tasks.
- Performs other related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

- Considerable knowledge of current governmental accounting theory, principles and practices; including Governmental Accounting Auditing and Financial Reporting (Blue Book), Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Through knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.
- Through knowledge of the principles and practices of automated systems and their use in a municipal environment. Experience with enterprise resource planning systems (MCSJ a plus).
- Experience preparing general purpose external financial statements for state/local governments, experience preparing Comprehensive Annual Financial Reports a plus.
- Considerable knowledge of supervision including motivation, communication, leadership, performance coaching, and evaluation.
- Ability to evaluate complex financial systems, formulate, and install accounting methods, procedures, forms, and records.
- Ability to plan, organize, direct and evaluate the work of employees in the specialized field of accounting and collections.
- Ability to design and prepare analytical or interpretative financial statements. Experience implementing new accounting standards issued by GASB.
- Ability to establish and maintain effective working relationships with the public, departmental head, government officials and with other Town employees.
- Ability to conduct long range fiscal planning.
- Accuracy and thoroughness in the analysis and preparation of financial records and reports.
- Must exercise considerable independent judgment.
- Demonstrate initiative in planning.
- Demonstrate attention to detail and high level of accuracy.
- Demonstrate stress management skills.
- Demonstrate time management skills.

- Demonstrate an open creative approach to problem solving.
- Possess positive mentoring skills.
- Demonstrate participative management style.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Must be able to physically perform the basic life operational functions of fingering, feeling, talking, hearing and repetitive motions.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes, operate a computer terminal and do extensive reading.

EDUCATION and EXPERIENCE REQUIRED

EDUCATION: Graduation from an accredited four-year college or university with a degree in Business Administration, Accounting, Finance, or related field.

EXPERIENCE: Five (5) years demonstrating progressively responsible work experience, preferably in municipal finance, including three (3) years supervisory experience; or any equivalent combination of education and work.

LANGUAGE SKILLS

Ability to communicate, read, write, and understand English at a level necessary for a high standard of job performance.

LICENSES AND OTHER REQUIREMENTS

- Valid Maryland Driver's License and a driving record acceptable to the Town's Risk Manager.
- Must be bondable.

EXEMPT

Yes

REPORTS TO

Town Administrator

SALARY LEVEL

\$55,016.00 – \$83,216.64 (DOQ)

Adopted: Resolution No. 2014-10-01
Revised: Resolution No. 2021-06-10

Date: October 8, 2014
Date: June 23, 2021



JOB DESCRIPTION ACKNOWLEDGMENT

I, _____ hereby acknowledge and
(PLEASE PRINT NAME)

Affirm that I have read and understand the attached job description for the position of *Director of Finance*.

Signature

Date