

# **Finance Director/Town Accountant, Town of Plaistow**

## **Finance Director/Town Accountant**

### *Town of Plaistow*

The Town of Plaistow (population 7,800) seeks qualified applicants for the position of Town Accountant to fill a vacancy. Responsibilities include managing finance department; assisting in preparation of a \$9.1 million budget; monitoring all budget revenues and expenses; maintaining comprehensive financial records; and generating required periodic internal and state reports. Ensure compliance with all applicable local, state and federal laws related to finance and procurement; comply with NH DRA regulations; arrange for and supply records for audits; conduct monthly and quarterly reconciliations of cash, receipts, outstanding taxes, expenditures and revolving accounts; and approve payroll and payable warrants. Thorough knowledge of GAAP and GASB required, as well as familiarity with New Hampshire laws related to municipal finance. Works under the administrative direction of the Town Manager. Must have strong communication skills and be able to work cooperatively with all Town departments, boards, commissions and committees. A bachelor's degree in accounting or a related field plus five years of experience in accounting or financial management with experience in municipal accounting preferred, or an equivalent combination of education and experience desired. This is a full-time, salaried position with a range up to \$80,000 DOQ, with benefits. Submit cover letter and résumé to e-mail to [lsadewicz@plaistow.com](mailto:lsadewicz@plaistow.com) or by mail to 145 Main Street, Plaistow, NH 03865 by Friday June 2, 2017.