

Finance Administration

Robert Boschen, *Finance Director*

Randy Davis, *Budget /Purchasing Director*

Peter Lund, *Payroll/Accounts Payable/Benefits Management*

Department Operations:

- Recording and managing all financial transactions, revenue, and disbursements of the town. These duties include processing warrants and payrolls.
- Managing all cash and investments.
- Managing insurances.
- Managing debt service and bond issuances.
- Oversee all accounting functions of the Town, including cash reconciliation, audit management, and preparation of the Comprehensive Annual Financial Report.
- Completing an Operating Budget and a Capital Budget.
- Managing purchasing process.
- Create tax bills.
- Assist in managing Town contracts.
- Prepare financial analyses.
- Manage accounting and financial modules for the MUNIS (financial) system.

Fiscal year 2013 projects:

- Reorganize department to better address core accounting and financial duties.
- Formal documentation of duties.
- Creation of written procedures, guidelines and policies for financial and accounting functions for intradepartmental and interdepartmental use and guidance.