

Finance Administration

Robert Boschen, *Finance Director*

Sue Gibney, *Accountant*

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

Department Operations:

- Recording, reviewing and/or managing all financial transactions, revenue, and disbursements of the town. These duties include processing warrants and payrolls.
- Creating instructions, procedures, controls and policies for financial functions.
- 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 for multi-departmental items.
- Assist in managing Town contracts.
- Prepare financial analyses.
- Manage financial reporting on a monthly and ad-hoc basis.
- Manage accounting and financial modules for the MUNIS (financial) system.

Fiscal year 2014 projects:

- Creation of data for Official Statement for Bond Issuance for Town projects.
- Guide Schools in creation of data for Bond Issuance for School projects.
- Continue creation of written procedures, guidelines and policies library for financial and accounting functions for intradepartmental and interdepartmental use and guidance.