

TITLE: Government Finance Advisor

SALARY RANGE: \$80,000 - \$95,000/year

APPLICATION DEADLINE: January 31, 2020; expected start date late Spring/early Summer 2020.

SUMMARY

The New Hampshire Municipal Association (NHMA) is looking to fill the position of Government Finance Advisor.

The Government Finance Advisor holds a key position in NHMA, by providing education and advocacy on matters related to government finance. The position reports directly to the Executive Director. This is a salaried, exempt position.

ESSENTIAL DUTIES: *(The following are illustrative and are not intended to be all-inclusive.)*

1. Delivers a broad range of legislative services and services to local officials, primarily in the areas of budget, finance, taxation, and fiduciary responsibilities of local officials.
2. Develops broad, often complex strategies to advance NHMA's legislative policy in areas affecting government finance and exercises considerable discretion and judgment in carrying them out. Reviews all legislation filed each session to determine potential municipal impact and reports same to members; compiles legislative positions adopted by members; drafts legislation to accomplish NHMA policy positions; performs individual lobbying of legislators and state officials, including the Governor and Governor's staff. Assists the Executive Director and Government Affairs Staff in other advocacy efforts. Actively monitors, and provides testimony when appropriate, on administrative rules effecting municipalities. Encourages active participation of local officials to influence the direction of pending state and federal deliberations on issues affecting local government. Provides oral and written responses to legislative inquiries from NHMA members and legislators.
3. Attends meetings of the NHMA Board of Directors and makes presentations on the status of legislative and other issues. Responds to news media for information, opinion, and comment on legislative and related matters affecting local government finances subject to NHMA Media Policy.
4. Prepares and coordinates, directly and in cooperation with others, training programs for municipal officials. Participates in seminars, workshops, and training programs as a speaker. Serves as the NHMA liaison with the affiliate associations involved in municipal finance and taxation. Speaks before membership and affiliate groups to provide legislative updates and other necessary information.

5. Writes articles regarding finance, accounting, and taxation for NHMA publications and handbooks. Assists in preparation of the *Legislative Bulletin*, published weekly during the legislative session, and other communications for distribution to members.

6. Stays abreast of authoritative accounting principles, auditing standards, statutory budget procedures and case law affecting municipal finance generally and NH local government finance in particular and provides professional development of NHMA staff relative to developments in municipal finances. Provides advice and support about local government issues to other NHMA staff and partners to enhance and complement the quality of the services being provided to local governments. Develops and fosters relationships with other advocacy groups and individuals whose interests may be similar or supportive to municipal interests; participates as appropriate in joint initiatives and approaches to common problems.

7. Directly assists municipal officials and provides oral and written responses to requests for financial advice from municipal officials.

8. Establishes and maintains a cooperative professional relationship with the government finance community. Works cooperatively and courteously as a team player with NHMA staff.

9. Performs other related duties as assigned.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. The employee must be able to speak clearly and professionally with members and others in a manner that can be easily understood. No special physical demands are required to perform the work. The position may require regular in-state and occasional out-of-state, overnight travel.

PROFESSIONAL QUALIFICATIONS

- Three (3) or more years' government finance experience.
- Ability to represent NHMA to members and legislators and local government officials.
- Strong public speaking ability required. Advocacy experience preferred.
- Transparent and high integrity leadership.
- Strong organizational skills.
- CPA a plus. Other relevant education or experience will be considered.

SELECTION PROCESS: Must submit cover letter and resume to: careers@nhmunicipal.org. Successful candidate will be required to pass professional background investigation.

EEO EMPLOYER