



## FINANCE DEPARTMENT FINANCE DIRECTOR/TOWN ACCOUNTANT

**Unit:** Non-Union

**Status:** Exempt

**Reporting To:** Town Manager and Board of Selectmen

**Wages:** \$112,967.05 - \$142,948.76 - Salary commensurate with experience

**Hours:** Town Hall hours, 8:30AM to 4:30PM M-F. Required to be available after-hours for meetings and other needs of the Town.

**Application Deadline: Open until filled.**

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### **DEFINITION**

Complex supervisory, administrative, technical, and professional management work in directing, coordinating, monitoring and controlling municipal financial operations and activities of the Town. Serving as Chief Financial Officer, oversees the Town's financial activities which include accounting, assessing, collections, treasury, financial systems and purchasing; all other work as required that is logical to the position.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Responsible for coordinating activities of finance department(s); for assisting department heads in developing policies and practices for the effective management and administration of financial resources; for coordination of financial activities between the Town and the Schools; advises the Town Manager and Board of Selectmen of all financial matters.
- Advises the Town Manager on revenue projections, budget targets and serves as the Town Manager's technical advisor on departmental budgets and management; has oversight of the preparation of the Town's annual operating and capital budgets; implements and supervises the execution of the budget with department heads; develops and implements schedules(s) that meet deadlines; prepares and oversees debt and borrowing strategies, including preparation of official statements of analysis of activities and effective centralized purchasing practices and procedures.
- Maintains, in compliance with MGL, GASB, UMAS, and GAAP, a complete set of financial records for all Town accounts, appropriations, debts, and contracts; maintains a general ledger, subsidiary ledgers and journals for the recording of all transactions. Has full audit responsibility for all Town departments' receipts and expenditures; audits Treasurer's cash and assists in audits.
- Monitors the expenditures of all town funds; examines all purchase orders, vouchers, department bills and payroll for appropriateness of expenditure, accuracy and availability of funds before payment by Treasurer; reconciles Treasurer's cash with the General Ledger and subsidiary revenue ledger; reconciles cash balances of all Trust funds; oversees preparation of weekly warrants for payrolls and accounts payable for approval by the Town Manager.
- Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received along with monthly journal entries. Assists other officials in monitoring the financial condition of the town; makes recommendations to improve financial condition.

- Compiles and submits required state and federal reports during and at close of the fiscal year; prepares annual balance sheet, Schedule A and analysis of cash receipts. Certifies Free Cash with the Department of Revenue; works with Assessor to set the tax rate.
- Determine indirect costs for schools and enterprise funds; writes agreements for indirect cost implementation; approves year-end school report.
- Reports budget to actual revenue and expenditures monthly to department heads and the Town Manager.
- Reviews employment agreements for town personnel for compliance with the town's budget; monitors and adjusts staffing levels with the Assistant Town Manager/Human Resources Director; works with the Town Manager and Assistant Town Manager in confidential preparations for negotiations with multiple collective bargaining units; acts as leader in modernizing all data processing and information services with various department heads for the town.
- Ensures financial officers develop reports and procedures and communicate accurate information to each other, department heads, the Town Manager and Board of Selectmen, as required for policy decisions or by local ordinance and regulations of the Commonwealth.
- Manages the Finance Department, Assessing, Treasury, and Payroll.
- Work with Assessor and Treasurer/Collector to set the annual tax rate.
- Arranges, with the Treasurer, the borrowing of funds as authorized by the Town Manager, Selectmen, and Town Meeting; Invests and manages funds; Monitors investments and bank accounts.
- Payroll Oversight/Approval
- Performs a variety of related work as required
- Serves as Trustee of Trust Funds

#### **SUPERVISION RECEIVED**

Under the administrative direction of the Town Manager, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

#### **SUPERVISION EXERCISED**

The director is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

#### **JUDGMENT**

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority

in interpreting the guidelines, in determining how they should be applied, and in developing operating policies for a major functional section of the organization. The employee accepts responsibility while exercising authority for planning, operating and oversight.

### **COMPLEXITY**

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances to act appropriately.

### **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in finance, accounting, business or related field and five to seven years of municipal finance experience; or an equivalent combination of education and experience. Experience with MUNIS is preferred. A Master's Degree and or CPA is preferred.

### **Special Requirements to be obtained**

Massachusetts Municipal Auditor and Accountants Association certification  
Massachusetts Certified Procurement Officer desired  
Motor Vehicle Operator License

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Thorough knowledge of municipal accounting and auditing principles, practices and procedures. Working knowledge of generally accepted accounting principles, promulgations of the Governmental Accounting Standards Board (GASB), UMAS and applicable Massachusetts General Laws regarding finance and procurement. Knowledge of municipal budgetary functions; thorough knowledge of the organization and operation of Town departments and of the legal context of municipal finance. Knowledge of computer applications and integrated financial management systems. Specific knowledge of municipal law and fund accounting. Working knowledge of Massachusetts public procurement, public records, open meeting, and ethics laws.

Abilities: Ability to establish and maintain effective working relationships with town officials, members of the banking community, auditors, consultants, governmental representatives and the general public. Ability to prepare accurate financial reports and records. Ability to communicate effectively in written and oral form.

Skills: Skill and accuracy in working with numbers and detail. Skill in spreadsheet and database operations. Excellent management and leadership skills. Excellent organizational skills. Skill in developing policies and procedures to accomplish goals and objectives. Excellent customer service and

public relations skills. Proficiency in software applications customarily used by municipalities for word processing, spreadsheets, database, presentations, and financial management.

#### **WORK ENVIRONMENT**

The majority of the work is performed in an office setting. Attendance at Municipal Accountant conferences is required.

#### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

##### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

##### **Motor Skills**

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

##### **Visual Skills**

Visual demands require routinely reading documents, technical specifications, maps, and plans for general understanding and analytical purposes.