**Town of Williamstown**

Accounting Department

Finance Director Job Description

Starting Salary: $95,000-$115,000/year

**Definition & Supervision**

Complex supervisory, administrative, technical, and professional management work in directing,

coordinating, monitoring, and controlling municipal financial operations and activities of the Town. At the direction of the Town Manager, serves as Chief Financial Officer and 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.

**Job Environment**

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

# Essential Functions

## The essential functions or duties listed below are intended only as illustrations of the various types 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.

**Required & Recommended Minimum Qualifications**

* Responsible for coordinating activities of finance departments; assisting department heads in developing policies and practices for the effective management and administration of financial resources; advises the Town Manager and Board of Selectmen on all financial matters.
* Advises the Town Manager on revenue projections, and budget targets, and serves as the Town Manager’s technical advisor on departmental budgets and management; oversees the Town’s annual operating and capital budgets; implements and supervises the execution of the budget with department heads; develops and implements schedules that meet deadlines; prepares and oversees debt and borrowing strategies and schedules, 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 from 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/Collector’s cash and assists in audits.
* Monitors the expenditures of all Town funds; examines all vouchers, department bills, and payroll for appropriateness of expenditure, accuracy, and availability of funds; reconciles cash balances of all trust funds; oversees the 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 the ledger; posts cash receipts in the ledger as received along with monthly journal entries. Assists other officials in monitoring the financial condition of the Town; makes recommendations to improve the financial condition.
* Compiles and submits required state and federal reports during and at the close of the fiscal year; prepares annual balance sheet, Schedule A, and analysis of cash receipts. Certifies Free Cash with the Department of Revenue.
* Determine indirect costs to enterprise funds.
* 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 annual operating budget; monitors and adjusts staffing levels with the HR Director and Town Manager; works with the Town Manager in confidential preparations for negotiations with collective bargaining units; acts as the leader in modernizing all data-processing and information services with various department heads.
* Ensures financial officers develop reports and procedures and communicate accurate information to each other, department heads, the Town Manager, and the Board of Selectmen, as required for policy decisions or by local ordinance and regulations of the Commonwealth
* Works with the Assessor and Treasurer/Collector to set the annual tax rate.
* Arranges, with the Treasurer/Collector, the borrowing of funds as authorized by the Town Manager, Board of Selectmen, and Town Meeting; invests and manages funds; monitors investments and bank accounts.
* Oversees and approves payroll.

**Supervision Received**

Under the administrative direction of the Town Manager, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, and 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 developing departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

**Supervision Exercised**

The Finance Director is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the 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.

# 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. A Master’s degree is preferred.

#### Special Requirements

Massachusetts Municipal Auditor and Accountants Association certification (to be obtained).

Massachusetts Certified Chief Procurement Officer (to be obtained).

Applicant must possess a valid driver's license.

Applicant must be familiar with the accounting system software, Munis.

**Judgment**

Guidelines only provide limited guidance for performing the work 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, 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.

**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 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. The applicant must be able to operate general office equipment, such as a computer, printer, copy machine, and telephone. Reasonable accommodations may be provided if necessary.

*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, databases, presentations, and financial management.

*This job description does not constitute an employment agreement between the employee and employee, and is subject to change by the employer, as the needs of the employer and*

*requirements of the job change. The Town of Williamstown is an EEO employer.*

**Applications received by March 22, 2024, will receive first consideration.**

**The position will remain open until filled.**