



JOB DESCRIPTION

Position Title:	<i>Finance Director/Town Accountant</i>	Salary/Step/Grade:	<i>\$120,000</i>
Department:	<i>Accounting</i>	FLSA Status:	<i>Exempt</i>
Reports to:	<i>Town Administrator</i>		

SUMMARY

Provides management of the Town’s financial functions; performs technical accounting, financial, and computerized functions in maintaining the fiscal records and systems of the Town; administers all internal and external financial reporting requirements; interprets and administers federal, state, and local laws, regulations, and policies relevant to municipal financial management, Town Charter, Town By-laws, departmental policies, and contracts with third parties. Serves as the Town Accountant and complies with all statutory and by-law requirements of the position. Performs all other related work as required.

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.

Manages, coordinates, plans, organizes, and oversees all financial services and activities of Town government and oversees the daily operations of the Accounting Department. Works under the authority of the Massachusetts General Laws, the Charter and By-Laws of the Town of Maynard, and shall supervise, direct and be responsible for the efficient administration of all functions under the Finance Director’s control, and shall perform said duties and functions in a timely, competent and professional manner;

Shall have a functional supervisory role for any professional level staff in the Treasurer-Collector, Assessing, and Accounting Offices. The Finance Director will be the direct supervisor of any clerical staff in the Accounting Office;

Assists the Town Administrator and other Department Heads on a variety of broad-based financial issues, including providing analysis and projections for financial reports. Implements the Town’s accounting system and procedures;

Ensures that all required training and licensing are met with respect to the Finance Director’s officers, the department, and its mission;

Reviews and attests to all Accounting Office’s bills and payrolls. Receives and approves of all bills, orders, drafts, and payroll from town departments; examines for proper calculations and correct appropriation charges within Town Meeting authorization;

Responsible for producing a weekly warrant. Invoices are sent to the Accounting Office by the various town departments and then processed by coding, inputting, and verifying the warrant;

Develops and prepares monthly reports to track all financial activity within the Town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the Town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds;

Reconciles cash with the Treasurer/Collector each month after all the receipts have been entered, the Accounting Office records all activity in the Generals Fund, Enterprise Fund, all Special Revenue, all Trust Fund, and Agency Fund Cash Accounts. This includes receipts, expenditures, transfers and amendments. Lists all warrants which occurred that month with the amounts. Use the Treasurer/Collector's cashbook to compare beginning balances, receipts, warrants, transfers in and out, and ending balances. Determines any variances; research them; and rectify or explain variances;

Assists with coordinating the development and management of the annual operating budget, capital budget planning process, and five-year forecasts. The Finance Director is responsible for annual audit, free cash certification, Schedule A and tax recap;

Develops and prepares year-end financial reports to include balance sheet and revenue expense statements for the audit process and for the state's Department of Revenue for certification of free cash;

Provides all departments and town organizations with guidelines and operating procedures; verifies procurements in compliance with Massachusetts General Law;

Furnishes town officials periodic reports showing appropriation expenditures and balances; and prepares department budget, financial information for Town Report;

Responsible for updating and maintaining contracts, records, documentation, standard operating procedures and necessary data related to the Finance Department;

Develops, implements, and monitors policies and procedures for the Town's internal financial controls related to cost containment, financial risks and efficiency of programs, and oversight of the annual audit process;

Prepares all required audit schedules, financial statement adjustments, financial statement notes and review of annual audited financial statements, implements actions and directives pursuant to finance audits, including the recommendations of the Audit Management Letter and/or any other required public management audits;

The Finance Director shall coordinate reporting to outside agencies as required by Federal and state law;

Serves as an active member of the town's collective bargaining negotiating team, including personnel contract costing;

Responsible for the updating of Town of Maynard financial data in a public and transparent fashion for the use of those interested in the Town of Maynard's financial position, and as such, attends Finance Committee, Budget Subcommittee meetings, and other meetings related to the functions of the Finance Department, and as directed by the Town Administrator;

The Finance Director shall be available for hearings before Town boards, commissions, and committees or before any court, as the Finance Director may be required to appear.

Physical Demands:

Duties are largely mental rather than physical, but the job may occasionally require motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing, kneeling and crouching. There may also be some occasional lifting of objects up to 20 pounds, such as ledger books, photocopy and computer paper. Visual demands require routinely reading documents for general understanding, reading documents for analytical purposes

Work Environment:

The work environment typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. May be required to work beyond normal business hours in response to emergency situations or to attend occasional evening meetings.

SUPERVISION SCOPE

Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment in providing professional advice to the Town Administrator, Select Board, Finance Committee and town officials, departments, boards and committees concerning all fiscal matters, the development, implementation and administration of financial policies, goals, and statutory requirements related to the administration and operation of the financial offices of the town.

Supervision Received

Works under the policy direction of the Town Administrator or his/her designee, with considerable latitude for independent judgment and initiative. Assumes responsibility for developing and achieving the department's goals and objectives. Questions are referred to supervisor only when clarification of town policy is needed.

Supervision Exercised

Has direct supervisory responsibility for Assistant Town Accountant, as well as supervisory responsibility for Finance Department managers, including the Treasurer/Collector and Chief Assessor, by providing direction in order to implement department, town, state and federal procedures and policies. Oversees the functions of the Finance Department, detecting areas that need improvement, planning for and executing improvements, while monitoring staff

performance. Hires staff, provides direction, prepares employee performance evaluations and goals, counsels and disciplines staff consistent with town policies. Has indirect supervisory responsibility for all other Finance Department employees. Provides leadership and effective communication to plan, organize and problem solve in order to accomplish the department's objectives.

QUALIFICATIONS

Knowledge

Comprehensive knowledge of the principles and practices of municipal finance and of applicable provisions of the Massachusetts General Laws. General knowledge of Massachusetts General Laws as they apply to municipal operations. Attend professional development classes offered by Massachusetts Municipal Auditors' & Accountants' Association.

Ability

Ability to analyze and interpret financial data, apply various federal and state accounting principles and regulations and to present findings clearly and accurately in written and oral form. Ability to work independently, exercise good judgment, multi-task, and plan work accordingly to meet deadlines Ability to establish and maintain effective working relationships with Town officials, departments, boards/committees, governmental representatives, supervised staff, and the public. Ability to manage multiple tasks in a timely, detailed, and accurate manner. Ability to operate a personal computer and standard office equipment. Ability to communicate clearly and persuasively orally and in writing. Ability to be bonded. If not certified by the Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) as a "Certified Governmental Accountant" (CGA), employee must have the ability to attain certification.

Skill

Excellent organizational, planning, management, and analytical skills. Highly developed skills in computer hardware and software. Aptitude for numbers and details. Superior skill in database and spreadsheet applications, internet applications and software interfacing.

Education and Experience:

Bachelor's Degree required (Master's preferred) in accounting, economics, finance or related field. Seven (7) years of progressively responsible related experience in professional, municipal accounting including and at least three (3) years as Town Accountant with strong supervisory experience preferred, or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential function of the job. Experience with data analysis, project management, researching and report writing is highly desirable. Proficiency in Microsoft Word, PowerPoint, Excel, and Softright.

License or Certificate:

Designation as a CGA by the MMAAA. Massachusetts Certified Public Purchasing Official (MCPPO) designation (or Associate) from the Commonwealth of Massachusetts' Inspector General's Office or ability to attain within one year required. Valid Motor Vehicle Operator's License.

The duties listed above 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. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.