

Town of Charlton Seeks a FT Finance Director

The Town of Charlton seeks to fill a newly created Finance Director position. Under the general direction of the Town Administrator, the Finance Director is responsible for providing professional financial planning, management and administration for all Town financial operations. This work includes significant, diverse and complex administrative and supervisory work involving town-wide financial planning, accounting, budgeting, investing, debt management, and reporting of all municipal financial information. Work requires the ongoing development, implementation, monitoring and adherence to all financial policies and procedures and in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards. The Finance Director acts as the Town Accountant and is responsible for the general oversight of the two major finance departments in coordination with the Treasurer/Collector and the Director of Assessing. It is anticipated that town voting in the Fall will further establish the Finance Director as the head of a fully developed finance department.

QUALIFICATIONS

- Bachelor's Degree in accounting or business administration or related field; and five to seven years of progressively responsible related experience in professional, municipal accounting including supervisory experience; some experience with the UMAS (Uniform Massachusetts Accounting System); or any equivalent combination of education and experience.
- Ability to be bonded.
- Certified Governmental Accountant (CGA)
- Thorough knowledge of modern municipal fund accounting theory, principles and practices, and of applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, and bookkeeping and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and financial management. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.
- Knowledge of Massachusetts Procurement Laws under chapter 30B and chapter 149. Knowledge of municipal financial systems program VADAR required.
- Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to communicate effectively in written and oral form.
- Ability to maintain effective working relationships with town officials, departments, boards/committees, governmental representatives, and the public.
- Ability to effectively gain cooperation and high levels of performance from employees supervised.
- Ability to multi-task and plan work to meet deadlines.
- Ability to resolve routine computer problems in an efficient and effective manner.
- Ability to maintain complex records and prepare reports from such records.
- Ability to plan, analyze, and evaluate programs, services, operational needs, and fiscal constraints in order to proactively analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Town financial goals.
- Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning, computer, and analytical skills.
- Use MS Office and industry – specific software, with an expert level of proficiency in MS Excel.

Hiring Pay Range: \$95,000 to \$105,000 annually dependent on qualifications. Full range up to \$115,000.

Internal/External Applicants: To be considered for this vacancy, please submit the required *Application for Employment*, found at www.townofcharlton.net/opportunities.htm, to Jessica.Lewerenz@townofcharlton.net no later than **Monday, May 15, 2017**. You may also include a cover letter and resume; however, the Application for Employment is required. Applications will also be accepted via walk-in or mail at: Town Hall, Human Resources Department, 37 Main Street, Charlton, MA 01507. *The Town of Charlton is an equal opportunity employer and encourages diversity.*