

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 553-4810
www.franklinma.gov

Office of Human Resources

JOB POSTING NOTICE

POSITION: Budget and Fiscal Analyst
DEPARTMENT: Finance Department
SALARY: \$70,000 - \$85,000 annually
HOURS: 35 hours per week
M/Tu/Th - 8:00 – 4:00; Wed 8:00 – 6:00; Fri 8:00 - 1:00
Occasional night meetings required
POSTED: March 13, 2024
PRIORITY DEADLINE: April 12, 2024

The Town of Franklin (population 34,000) is seeking a Budget and Fiscal Analyst (BFA) to join its Finance Team. Franklin is a city with a Council/Management form of government and a nearly \$160 million budget. The Town of Franklin was awarded a AAA (Triple-A) bond rating in May 2022.

The Budget and Fiscal Analyst is an exciting position that is responsible for assisting the Chief Financial Officer (CFO) in preparing the annual operating budget, annual capital budget, annual Community Preservation Act (CPA) budget and other special or unique budgets that affiliate with the town. The BFA will track and monitor financial trends, historical data sets and will respond to inquiries about municipal and school financial data in an effort to depict greater transparency to the general public.

The Budget and Fiscal Analyst performs the following duties:

- Work within the guidelines established by the National Advisory Council on State and Local Budgeting and the best practices on budgeting of the Massachusetts Government Finance Officers Association (GFOA) to prepare budget documents of the highest quality and transparency in budgeting.
- Assist the Chief Financial Officer and Comptroller with the management and development of the Town's operating, capital and Community Preservation Act budgets.
- Analyze and report on historical financial trends in both the Town of Franklin and the Franklin Public Schools. Present the data in easy to read and easy to understand charts and graphs. Update data on a regular basis and post accordingly.
- Work with the CFO on financial research and statistical analysis for rate increases and financial projections. Work with the IT Team to administer projection calculators on the Town website.

- Support the administrative needs of the Finance Committee, including creating agenda packets, posting meetings, and responding to data requests.
- Manage the capital budget process each year. Compile requests from individual departments and attend public meetings to support the plan.
- Manage the Community Preservation Act (CPA) budget process each year. Compile requests from individual departments and attend public meetings to support the plan.
- Review and update the Town Council's external Financial Policies biennially.
- Review and update the Town's internal Financial Policies manual annually.
- Lead OPEB actuarial study and provide actuary with all relevant information and reports. Assist in coordination for the OPEB trust committee and attend committee meetings.
- Conduct financial planning and reporting for special or unique budgets that affiliate with the town, such as, but not limited to, opioid settlement funds, federal stimulus awards, American Rescue Plan Act (ARPA) funding, Community Preservation Act funding, various grant portals, state earmarks, and other special accounts.
- Assist the Municipal and School staff in tracking grant opportunities, as well as reporting and public information about the impact of grants on the Franklin budget.
- Performs other related duties as required or assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree
- Experience working with data and financial modeling
- Strong commitment to public service
- Advanced Microsoft Excel experience
- Advance Microsoft Powerpoint experience
- Strong problem solving skills
- Ability to communicate effectively with a range of internal and external stakeholders and maintain positive working relationships with Municipal and School officials.
- High ethical standards
- A great sense of humor!

PREFERRED QUALIFICATIONS:

- The ideal candidate will have experience in Municipal government and with Munis/Tyler technologies
- Proficiency in municipal accounting, auditing, and financial reporting

The selected candidate must be authorized to work in the United States and be able to pass a criminal background check and a pre-employment physical exam, including a drug test.

Interested candidates shall email a resume and cover letter in Microsoft Word or PDF format or a [Town of Franklin employment application](#) to apply@franklinma.gov. Please put "Budget and Fiscal Analyst" in the subject line of the email.