

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: Chief Financial Officer ("CFO")
DEPARTMENT: Finance Department
SALARY: \$160,000 - \$190,000 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 Chief Financial Officer ("CFO") to join its management team. Franklin is a city with a Council/Management form of government with an annual budget of approximately \$160 million. The Town of Franklin was awarded a AAA (Triple-A) bond rating in May 2022.

The Chief Financial Officer is responsible for safeguarding the financial assets of the Town, and oversees and coordinates all financial operations and activities related to the Town. The CFO reports directly to the Town Administrator and oversees the Comptroller, Treasurer/Collector, Chief Procurement Officer, and Director of Assessing. The CFO also oversees payroll for the Town and the Franklin Public Schools and all accounts payable activities. The CFO works closely with the School Business Administrator for the Franklin Public Schools.

The individual we are seeking is highly motivated and always looking for ways to recommend and implement improved procedures for processing financial transactions and establishing associated financial controls. The incumbent is able to supervise and direct employees in a way that taps into each employee's unique individual talents. They provide timely and accurate reporting to assist decision makers and stakeholders in the best course of action.

The anticipated start date for this position is July 2024.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Finance, Accounting, Business or a related field
- Seven (7) years or more experience in Municipal finance with annual revenues of at least \$100 million

- Strong problem solving skills and 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
- Strong public speaking and presentation skills
- Proficiency in municipal accounting, auditing, and financial reporting
- Proficiency in the use of spreadsheet applications, databases, and automated financial systems
- Knowledge of applicable Federal and State laws, codes, and regulations
- Ability to communicate effectively with a range of internal and external stakeholders
- Seven (7) years or more of supervisory experience and proven success in managing people and building a cohesive, positive and thriving team of people who work together to achieve common goals
- Familiarity with cyber risks and security concerns
- The ability to exercise significant independent judgment in performing duties
- High ethical standards
- A great sense of humor!

PREFERRED QUALIFICATIONS:

- Designation as a Massachusetts Certified Public Purchasing Official (MCPPO)
- Proficiency with accounting system software, MUNIS
- Master's Degree in Accounting, Finance, Public Administrator (MPA), Business Administration (MBA), or designation as a Certified Public Accountant

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 "CFO" in the subject line of the email.