

Town of Franklin

Town Administrator
Tel: (508) 520-4949



Fax: (508) 520-4903

355 East Central Street
Franklin, Massachusetts 02038-1352

JOB POSTING NOTICE

POSITION: Finance Director
GRADE: G20
SALARY RANGE: \$102,000 - \$120,000 – depending on qualifications
POSTED: August 15, 2017 through September 30, 2017
START DATE: January 2, 2018

The Town of Franklin is seeking qualified and experienced candidates for the position of Finance Director. The Finance Director serves as the chief financial advisor to the Town Administrator and provides guidance to ensure effective and efficient financial management of the town. The Finance Director oversees and supervises all municipal finance departments including Assessing, Treasurer/Collector, Accounting, Payroll, and Procurement/Purchasing.

The Finance Director serves as Comptroller and fulfills all its responsibilities pursuant to Massachusetts General Laws. The incumbent performs all of the duties prescribed by the Town Charter and the municipal finance laws of the Commonwealth.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong management, planning and analytical/problem solving skills
- Proficiency in municipal accounting, auditing, and financial reporting
- Ability to communicate effectively with a range of internal and external parties
- Self-confidence and the ability to exercise independent judgment
- Working knowledge of the Uniform Massachusetts Accounting System (UMAS), Massachusetts municipal finance laws, and standards established by the Governmental Accounting Standards Board (GASB)
- Designation as a Massachusetts Certified Public Purchasing Official is desirable
- Masters Degree in Public Administration (MPA) or Business Administration (MBA) is desirable

REQUIRED QUALIFICATIONS:

- Bachelor's Degree and seven (7) or more years of experience as a Town Accountant/Comptroller or Finance Director or equivalent experience
- Must be a Certified Governmental Accountant (CGA) as designated by the Massachusetts Municipal Auditors' and Accountants' Association or attain certification within three years of appointment
- Must successfully clear pre-employment physical and background check as required

Interested candidates may email a resume and cover letter in Microsoft Word or PDF format to apply@franklinma.gov by September 30, 2017.

TOWN OF FRANKLIN

TITLE: Finance Director

DEPARTMENT: Finance/Comptroller's **FLSA STATUS:** Exempt

GRADE: G20

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ESSENTIAL FUNCTIONS:

Manages day-to-day accounts payable and general ledger activities, budget administration, and financial reporting for internal and external customers.

Oversees the administration of all revenue and collection operations of the town for taxes, fees and other revenues.

Provides investment management for town funds including short term cash management.

Assists the Treasurer in the preparation of required financial disclosures for bond and note sales. Together with the Treasurer and Town Administrator, meets with bond counsel, financial advisors and credit rating agencies.

Designs and implements an effective internal control system. Monitors compliance with these controls.

Reviews and approves all disbursements from the Town Treasury. Prepares disbursement warrants for signature by Town Administrator, prior to any disbursement by the Treasurer.

Monitors departmental budgets and communicates with operating departments when there are projected or actual variances.

Prepares financial reports in a timely and accurate manner. Reports include quarterly budgetary-basis financial statements and schedules, the town's annual budgetary-basis financial report, financial reports statutorily required by the Commonwealth of Massachusetts and other reports as needed.

Ensures that the Town's financial reports are accessible to the citizens and taxpayers of the town. Addresses internal and external inquiries promptly, professionally, and accurately.

Assists the Board of Assessors in the preparation of the annual property tax recapitulation sheet in order to obtain approval for the town's annual tax rate.

Coordinates the timely completion of the town's annual independent audit. Develops an effective plan for the resolution of any internal control weaknesses and/or deficiencies identified in the management letter accompanying the annual audit report.

Interprets, administers and ensures compliance with all federal, state and local laws, regulations and policies relevant to municipal finance.

Works closely with the Office of Procurement to ensure that all procurement laws and policies are followed.

Responsible for the training and professional development of all finance department staff members and the training and functional supervision of operating department employees.

Serves as ex officio member of the Finance Committee.

Serves on the Town's OPEB Trust Committee as a voting member.

Participates in various committees as needed, including, but not limited to, the Capital Planning Committee and the Budget Committee.

Other duties as assigned.

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Proficiency in municipal accounting, auditing, and financial reporting

Ability to communicate effectively with a range of internal and external parties

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