



TOWN OF SUDBURY
Office of the Asst. Town Manager/HR Director

Maryanne Bilodeau
Asst. Town Manager/HR Director

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Position Available
Financial Analyst
Flexible! 25 to 35 hours per week

The Town of Sudbury seeks a qualified and experienced individual for the position of Finance and Budget Analyst. Responsibilities include financial reporting, planning and analysis to support the Finance and Human Resources Departments with research, data collection, study and reporting for budgeting and financial analysis. The incumbent provides support for contract and benefits administration, capital and other strategic planning, and carries out special projects and analyses, as needed. Requires high degree of accuracy, ability to work independently, proficiency and creativity with Excel spreadsheets, as well as Powerpoint and Word. MUNIS experience is desired.

Candidates must meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Starting salary range is \$21.19 to \$22.88 per hour DOQ; Flexible hours: 25 to 35 per week; excellent benefits. Send letter of interest/resume via e-mail to bilodeaum@sudbury.ma.us. Resumes accepted until April 22, 2014. AA/EOE

See below for complete job description.

FINANCE & BUDGET ANALYST

Definition

Under the direction of Finance Director, performs responsible professional and administrative work assisting the Finance Director, Director of Human Resources and Town Manager with research, data collection, study and reporting for all areas of budgeting and financial analysis. The incumbent provides support for contract and benefits administration, capital and other strategic planning, and carries out special projects and analyses, as needed. The incumbent may also be assigned to serve on a regular or ad hoc basis as staff analyst liaison to various Town boards and committees.

Distinguishing Characteristics

Reporting to the Finance Director, the Finance and Budget Analyst's primary responsibility is to provide assistance with financial reporting, planning and analysis. Duties are performed independently or as part of a group.

Makes frequent contact with various Town departments and staff, has some interaction with various boards and committees, and other elected and appointed officials.

Errors and poor performance could result in delay and confusion and in adverse publicity, missed deadlines and possible financial and legal implications.

Has access to and may be involved in analysis of confidential materials and information.

Meeting attendance and/or awareness of financial matters before various Town boards and committees.

Essential Functions

Assists with preparation and dissemination of the Town-wide departmental budget instructions and forms; provides budget preparation assistance to General Government departments; collects and compiles all annual Town budgets and reviews same for accuracy and completeness.

Compiles and maintains the Annual Town-wide Financial Plan and the Town's Five-Year Capital Plan. Conducts requested financial analyses in support of these plans and other on-going Town operations.

Coordinates and assists in the development of files for the annual operating and capital budgets.

Assists with preparation of all financial, budget and planning presentations as needed and under the direction of the Finance Director, Town Manager and Director of Human Resources such as monitoring department budgets for compliance, trends and budget projections; develops specialized budget reports; creates charts, graphs and tables for effective presentation of information; conducts compensation/benefit studies and reports.

Conducts policy, program and issue research, evaluation, and analysis and produces detailed written reports as requested for the Finance Director, Town Manager, and Director of Human Resources.

Maintains debt schedules and participates in debt issuance/management discussions with the Treasurer, Finance Director, Town Manager, and external financial advisors. Participates in rating agency presentations.

Provides financial information to external entities under the guidance and direction of the Finance Director.

Serves as staff liaison to various committees appointed by the BOS.

Performs other related duties as assigned.

Knowledge, Abilities and Skills

Demonstrated oral and written communication skills; excellent interpersonal skills; and the ability to work effectively with all levels of personnel. Ability to work effectively and productively under time constraints to meet deadlines. Proficiency in basic business math and statistics. Proficient in the use with Microsoft Office Suite including word processing, spreadsheet and presentation software; working knowledge of databases and networking; good keyboard skills. Highly motivated; ability to take initiative; and proven leadership abilities.

Preferred: Relevant work experience. Knowledge of state and local regulations pertaining to municipal finance and property taxes. Working knowledge of municipal operations, public policy, and/or budget preparation. Familiarity with MUNIS.

Minimum Education and Experience

Bachelor's degree in Government, Public Administration or related field, plus one to three years of experience in budgeting, finance, accounting, or related field; or any equivalent combination of education and experience.

This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.