

# **Town of Sudbury**

## **DIRECTOR OF FINANCE/TREASURER-COLLECTOR**

### **DEFINITION**

Under the administrative direction of the Town Manager, serves as chief financial officer for the Town. Also, serves as financial advisor to the Town Manager, Board of Selectmen, Finance Committee and town and school department heads regarding financial forecasting strategies, plans and management; provides administrative direction and coordination for the Accounting, Purchasing, Revenue Collection, Investments and Debt Service, Assessing and Information Technology divisions; and interprets and administers federal, state and local laws, regulations and policies relevant to municipal financial management.

### **ESSENTIAL FUNCTIONS**

- Analyze financial and economic data and trends; analyze changes in federal, state and local laws and regulations that have an economic impact on the Town; and with the understanding of the short- and long-term goals of the Town, prepare forecasts, recommendations and reports to the Town Manager, Board of Selectmen, Finance Committee and others for financial management strategies, plans, policies and actions of the Town. Recommend improvements to the Town's financial systems to increase efficiency, cut costs and enhance revenues.
- Responsible for overall development and preparation of the Town Manager's annual operating and capital budget recommendations, including the general fund, enterprise funds and capital improvement programs. Participate with the Town Manager and others in presenting, defending and resolving final budget plans before the Finance Committee, Town Meeting, and other decision-making bodies. Monitor implementation and compliance with adopted budgets in concert with the Town Accountant and coordination with town department heads.
- As the appointed Treasurer-Collector, responsible for overseeing the administration of all revenue and collection operations of the Town for taxes, fees and other revenues generated from town services, grants, etc.; for investment management for town general funds and trust funds, including short-term cash management activities assigned to the Assistant Treasurer-Collector; and for debt management and administration including liaison with bond counsel and credit rating services, design of maturity schedules for long-term bonds, and preparation of offering statements.
- With Finance Department division heads, develop, coordinate and prioritize annual and long-range goals and objectives for each division and for the department as a whole. Ensure coordination of operations among the divisions. Assess department and division performance and direct corrective action, as required. Through division managers, provide for the selection, appointment, training, assignment, discipline and scheduling of personnel in accordance with town and department policies and procedures.
- Guide and assist all town departments relative to competitive bidding; evaluate all options for financing and acquiring capital assets using appropriate statistical and qualitative techniques; and determine the most advantageous procurement strategies.
- Work with all Finance employees to develop and promote a "customer focused" approach, including the development of user friendly systems for taxpayers and other town departments. Strive to improve the quality and information content of financial material produced for the public such as tax bills and Town Meeting Warrant.

- Review all revenues collected by the Town and make recommendations to Boards, Committees, and the Town Manager concerning fees, charges, and enterprise fund rates, as well as new sources of revenue.
- Work with Assistant Town Manager closely to oversee group insurance programs for all employees of the town and school departments, including the Town's general insurance programs (fire, casualty, liability, etc.), including negotiation of contracts and coverages; coordinate the processing of all insurance claims; ensure compliance with provisions of each insurance policy to prevent lapses in coverage; and determine appropriate coverage levels required.
- Coordinate debt sales presentation and scheduling with all parties, including rating agencies.
- Develop Finance Department budget, including prioritization and consolidation of requests from assigned divisions; responsible for controlling department expenses within approved levels.
- Maintain contacts with all departments, including School, on financial matters.
- Maintain current knowledge of municipal finance and other related subject areas through peer association, attendance at seminars, and the study and review of literature.
- Serve as liaison to the Finance Committee.
- As a town department head, meet with the Town Manager and other department heads to provide input for town-wide plans, programs, and coordination of services.
- Perform related duties as required.

## **MINIMUM QUALIFICATIONS**

### **Skills, Knowledge and Abilities**

- Ability to recognize town-wide priorities and work cooperatively to support their accomplishment as part of the Town Manager's administrative/management team.
- Thorough knowledge of the principles and practices of municipal accounting, treasury management, collections, assessing and computer operations. Ability to analyze and interpret financial data and to present findings clearly and concisely in writing and in oral presentations. Ability to supervise subordinates in an efficient manner, and to establish and maintain harmonious relationships with town officials and state agencies.
- Perform highly responsible duties of a complex and technical nature requiring considerable exercise of judgment and initiative. Ensure that all municipal transactions conform to professional standards and all applicable federal, state and local laws, bylaws and regulations. Ensure that financial resources are adequately safeguarded.
- Errors could result in considerable delay and confusion, have legal and/or monetary repercussions, and could jeopardize town programs.
- Access to confidential information including collective bargaining and other matters discussed in Executive Sessions of the Board of Selectmen and Finance Committee.

- Ability to conceptualize and operationalize goals and objectives for the department or division.
- Ability to analyze complex issues and to develop relevant and realistic plans, programs and recommendations.
- Leadership, planning, management, organizational and supervisory skills.
- Superior financial management skill, with considerable expertise in public sector finances.
- Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive public relations for the Town, department and/or division; and to interact effectively with a wide variety of people.
- Expert knowledge of statutes, regulations, codes, policies and procedures relevant to the department , division and/or town administration.
- Ability to work with a citizen board in the context of a Town Manager form of government.
- Must be computer literate; facile with computer software applications such as word processing, spreadsheets and other applications tailored to specific departmental needs.

### **EDUCATION AND EXPERIENCE**

Duties require MBA and/or MPA, with expert knowledge of municipal financial management; related laws, bylaws and regulations; and general management and supervision, with a minimum 7+ years of progressively responsible related experience.

### **SUPERVISORY RESPONSIBILITY**

Supervises directly and indirectly, through division heads, 14 or more full-time equivalent staff.

### **PHYSICAL ELEMENTS**

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Regularly uses computer keyboards requiring eye-hand coordination and finger dexterity.
- Involves travel to meetings and other communities.
- May involve attendance at evening and weekend meetings.