

Director of Finance/Treasurer-Collector

Town of Sudbury

The Town of Sudbury, a long-time AAA bond rated community, seeks a highly responsible and highly qualified financial manager to serve as Director of Finance/Treasurer-Collector. The successful candidate to be the town's chief financial officer must have demonstrated expertise in all aspects of municipal financial management and accounting including budget preparation, both operational and capital, revenue and tax collection operations, handling of investments and debt service, analysing financial and economic data and trends, and developing financial forecasting strategies. Minimum qualifications: MBA and/or MPA preferred, with a minimum of seven years of progressively responsible supervisory and related experience in a municipal setting. Candidates *must* meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Salary range is \$94,349 to \$124,108 DOQ; excellent fringe benefits. Letters of interest/resumes may be sent to Bilodeaum@sudbury.ma.us until March 28th at 4:00 p.m. AA/EOE

See complete Job Description below:

DIRECTOR OF FINANCE/TREASURER-COLLECTOR

Position Purpose:

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.

Supervision:

Supervision Scope: Performs varied and responsible functions requiring a thorough knowledge of all departmental operations and the exercise of judgment and initiative to interpret and work within guidelines, policies, procedures and practices. Works with town-wide financial issues.

Supervision Received: Works under the administrative direction of the Town Manager.

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

Job Environment:

Work is generally performed under typical office conditions; work environment is moderately noisy. Employee must be able to perform duties while being constantly interrupted during the day. May be required to travel to other Towns.

Operates typical office equipment, computer, calculator, telephone, copier and facsimile machine. Additionally, tests voting machines, ballots and other standard election equipment.

Makes frequent daily contact with Town departments, boards/committees, and State agency officials, vendors, and outside agencies and organizations with a high degree of tact, diplomacy and confidentiality by telephone, in writing, and in person.

Has access to department confidential information including employee personnel records.

Errors could result in delay, loss of services, have legal and/or financial repercussions, and cause adverse public relations for the department as well as the town.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

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 and Town Clerk Registrars 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 and Town Clerk 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.

Coordinate debt sales presentation and scheduling with all parties, including rating agencies.

Develop department budgets, 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.

Recommended Minimum Qualifications:

Education, Training 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. Leadership, planning, management, organizational and supervisory skills. Superior financial management skill, with considerable expertise in public sector finances.

Knowledge, Ability and Skill:

Knowledge: 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.

Ability: Ability to recognize town-wide priorities and work cooperatively to support their accomplishment as part of the Town Manager's administrative/management team. Ability to 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. 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. 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.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties require the ability to exert moderate physical effort in sedentary to light work, but at times involve some lifting, carrying, pushing, and/or pulling of common objects and materials such as paper, files and voting equipment of some weight (up to 30 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Ability to stand, walk, sit, talk, listen and use hands to operate office equipment, including keyboard and calculator at an efficient speed. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Essential functions require close vision for regularly working with details, numbers and complex documents and view computer screens. Tasks require the ability to communicate orally.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)