

JOB DESCRIPTION
DIRECTOR OF FINANCE/TREASURER

A. GENERAL STATEMENT OF DUTIES

The Director of Finance/Treasurer is responsible for the operation of the Finance Department including the Divisions of Accounting, Collection, Assessing, Treasury and Purchasing. The Director of Finance also acts as the Treasurer and is responsible for the statutory duties of that office. The Director of Finance is responsible for assisting the Executive Secretary in the preparation of the budget and the long-range strategic financial plan. The Director is responsible for planning and implementing the computerization of the financial records of the Town.

B. EXAMPLES OF DUTIES

1. Oversees the operation of the Collection Division to insure timely collections and that the office is being operated in conformity with state laws and good accounting practices.
2. Oversees the operation of the Assessing Division to insure that state laws are being followed and that assessing is being carried out in a timely as well as a fair and equitable fashion.
3. Oversees the operation of the Accounting Division to insure that the required functions are being carried out in a timely fashion and in accordance with state laws.
4. Acts as the Town Treasurer and carries out all of the statutory duties of that Office including the proper investment of Town funds, the prompt deposit of Town funds, takes care of temporary and long-term borrowing, promptly pays debt and interest charges and reconciles bank accounts in a timely fashion.
5. Develops and implements a plan for the computerization of all Town financial records and oversees the proper care and maintenance of Town computer equipment.
6. Oversees the operation of the Purchasing Division including the operation of a central purchasing system, a contract administration system and a risk management program.
7. Assists the Executive Secretary in the preparation of the annual and capital budgets and oversees the maintenance of effective budgetary controls including the encumbrance of purchases.
8. Works with the Executive Secretary in the preparation and maintenance of a long range strategic financial plan.
9. Provides staff support to the Finance Committee as needed.
10. Works with the Town's Auditor to insure ready access to Town financial records and implements the recommendations contained in the management letter.

11. Maintains an adequate and effective personnel program for the department employees under the general guidance of the Personnel Officer.

12. Oversees the development and maintenance of an adequate inventory control program for the Town.

Town Meeting may, as a result of recommendations made by the Department of Revenue, vote to combine the positions of Director of Finance/Treasurer with the Collector position. In the event of this reconfiguration, the following responsibilities could be included as part of this position:

13. Has full responsibility for management of a clerical staff of three or more people

14. Works in daily contact with the taxpayers, other town officials and employees of various town departments. Frequent contact with attorneys, bank officials, mortgage lenders, realtors and employees of companies under contract with the town.

15. Expected to represent the town effectively in a variety of situations requiring thorough knowledge of Massachusetts General Laws relating to Municipal Finance and Taxation, articulation, diplomacy and tact.

Examples of Work:

1. Supervises and participates in the billing and collection of real estate, personal property, boat and motor vehicle excise taxes, betterments, liens, water and sewer usage, boat assessments, and any other municipal charges issued by the town.

2. Maintains records of tax commitments and reconciles receivable balances with the Town Accountant and the General Ledger in accordance with state statutes.

3. Responsible for the reconciliation and deposit of tax receipts daily and preparation of schedules of collections deposited to the Treasurer.

4. Answers inquiries from banks, attorneys and other interested parties regarding tax matters and from taxpayers concerning individual tax bills.

5. Researches deeds, prepares advertisements and instruments of taking on parcels with unpaid taxes as part of tax-taking process. Records liens at Registry of Deeds and prepares reports certifying tax title accounts to Treasurer.

6. Issues municipal lien certificates as requested by attorneys, banks, realtors and general public.

7. Prepares reports as required by state regulatory agencies and by town departments for cash management purposes.

8. Prepares annual departmental budget and supervises the preparation of all departmental payroll and bills payable vouchers.

C. QUALIFICATIONS

The Director of Finance/Treasurer shall be professionally qualified for the position in terms of training and experience.

1. Education

The Director of Finance/Treasurer/Collector shall have a Bachelors Degree in Finance, Business or Public Administration, or a related field. A Master Degree and a CPA are desirable.

2. Experience

The individual shall have a minimum of 5 to 10 years of experience in public or private sector financial management at least half of which shall be in a supervisory position. The individual shall have knowledge of computers, accounting and budgeting.

3. The individual shall have a demonstrated ability to work diplomatically with citizens and employees and shall be able to be bonded.