



Town of Fairhaven
Massachusetts
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www.fairhaven-ma.gov

Select Board
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Town Administrator/
Keith R. Hickey

Tel: (508) 979-4023

MEMO

DATE: July 6, 2026
TO: Select Board
FROM: Keith R. Hickey, Town Administrator
Anne Carreiro, Assistant Town Administrator/Finance Director

RE: Request to Create a Full Time Assistant Town Accountant Position

Upon returning from vacation on Tuesday, June 30th, I was informed that Accounting Assistant/Payroll Coordinator Takira Faucher had been offered an Assistant Town Accountant position in another community by Assistant Town Administrator/Finance Director Anne Carreiro and Interim Human Resources Director Sue Roderiques.

After learning of the offer, Ms. Carreiro, Ms. Roderiques, and I met several times over the next forty-eight hours to discuss whether the Town should make a counteroffer in an effort to retain Ms. Faucher. During those discussions, Ms. Carreiro advised me that she intends to retire in approximately two years. Had I been aware of that anticipated retirement during development of the FY27 budget, I would have recommended funding a full-time Assistant Town Accountant position to facilitate succession planning within the Finance Department.

Over the past four years, Ms. Faucher has demonstrated the knowledge, initiative, and commitment necessary to assume greater responsibilities within the Finance Department. Creating an Assistant Town Accountant position at this time would not only retain a proven employee but also provide nearly five months of additional training and mentoring before the Fall Town Meeting, allowing for a smoother transition of responsibilities and preserving valuable institutional knowledge.

Although the timing of this recommendation may raise questions, the benefits of retaining a highly qualified employee with four years of experience in Fairhaven outweigh the costs and challenges associated with recruiting, hiring, and training a replacement in today's highly competitive labor market. This recommendation also supports long-term succession planning and helps ensure continuity of operations within the Finance Department.

I am proposing to assign the position to Grade 15 in the nonunion wage scale. Other positions included in Grade 15 are the COA Director, Assistant to the Town Administrator, Facilities Director and Recreation Director. The recommended annual salary of \$71,531 is proposed for the position in FY27. The existing part time Assistant Accountant position is in the AFSCME union. The union has agreed that the full time position, with additional responsibilities and access to confidential information, should not a nonunion position.

To fund the position, an additional appropriation of \$17,225 will be requested at the Fall Town Meeting through a transfer from the Health Insurance appropriation. The overall funding breakdown for the position is as follows:

FY27 Accounting Dept. Appropriation (Gen. Gov't)	\$30,800
FY27 Human Resource Dept. Appropriation (Gen Gov't)	22,506
Transfer from FY27 Health Ins. Appropriation (Non-Departmental)	<u>17,225</u>
Total Funding for Position	<u>\$70,531</u>

We are exploring the option of outsourcing payroll to an outside company or offering the payroll stipend currently being paid to Ms. Faucher to another capable employee. Those funds remain available in the HR budget.

Attached for your reference are Ms. Faucher's résumé and the proposed job description for the Assistant Town Accountant position.

I look forward to discussing this recommendation with the Select Board and answering any questions regarding the proposed position and funding request.

Takira Faucher

Municipal Government Finance & Admin

Professional Summary

Finance and payroll professional with 8 years in municipal local government, collecting treasury, payroll, accounting. Proven success in streamlining payroll, automating processes, and improving compliance across multiple departments. Skilled in AP, reconciliations, budgeting and financial reporting with a strong knowledge of Massachusetts General Laws. Ready to transition into a supervisory leadership role overseeing citywide finance and operations.

Key Skills

- Finance • Exceptional High-Quality Customer Service • Vadar & Harpers Payroll Forward Systems • Payroll Administration • Accounts Payable & Receivable • Budgeting & Reporting • Journal Entries • Process Automation

Experience

Town of Fairhaven – Payroll Coordinator & Assistant Town Accountant July 2023 – June 2025 ; April 2026 - Current

- Oversaw payroll coordinating, AP & AR review, Journal entries, and year-end reporting.
- Strengthened compliance and audit readiness across five major departments.

Town of Fairhaven – Payroll Coordinator & Assistant Treasurer Collector July 2025 – March 2026

- Manage treasury collecting and payroll functions including MLCs, refunds, bank deposits, and reconciliations.

Town of Fairhaven – Payroll Administrator May 2023 – June 2023

- Directed payroll for approx. 600 employees across School, Fire, Police, BPW, and Town Hall.
- Cut payroll processing time from 40 hours to 16–24 hours by implementing automated Excel/CSV uploads.
- Saved the town ~\$55,000 annually by transitioning the role from FT to PT stipend position.

Town of Fairhaven – Administrative Assistant Level 2 2022 – 2023

- Processed and submitted bills payable; supported treasury and collecting operations.

City of New Bedford – Treasurer’s Office, Administrative Assistant 2018 – 2021

- Provided financial and clerical support; assisted with treasury operations.

Education

B.S. in Business Administration & Accounting – Southern New Hampshire University

Key Achievements

- Saved ~\$55,000 annually through payroll automation. From FT to PT position
- Managed payroll oversight for 800+ employees with 100% on-time submission.
 - Standardized electronic payroll submissions, improving audit efficiency.

Addendum A**Position Purpose:**

The primary function of this position is to assist the Town Accountant with the performance of the duties and responsibilities as defined by Mass. General Laws, in accordance with the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) and with the Uniform Mass. Accounting System (UMAS) of the Mass. Dept. of Revenue, performing administrative and supervisory duties, as well as technical accounting, financial, and computerized functions in maintaining and auditing the municipal accounting system and administer internal / external financial reporting in discharging the duties of the Office in a timely manner, abiding by municipal, state and federal guidelines, regulations and quality standards and ensuring safe, courteous and professional behavior is observed in all situations. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

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.)

- Perform general accounting duties in accordance with prescribed procedures; assist in the day-to-day operations of accounting department.
- Process warrants and bills payable checking for sales tax, mathematical accuracy, vendor and account numbers including establishing new vendors and obtaining a W-9 form and other related accounting issues for all town and school departments.
- Ensure that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Mass. General Laws.
- Assist with the CIP budget process, including input, revisions and assembling of CIP binders.
- Assists departments with tracking their operational and capital budget.
- Assist the Town Accountant with updating and reconciling all town employee contract benefits and maintenance of the town Chart of Accounts.
- Assist with the supervision and maintenance of the town's accounting system and procedures, which includes fixed asset records; provides timely and accurate financial information, and ensures the integrity of the financial data by instituting proper internal controls.
- Develop and prepare monthly reports to track all financial activity within the town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town.
- Ensure that all accounts and funds are reconciled on a regular basis with the various departments and that the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures, water and wastewater user charges, as well as cash accounts, are reconciled on a regular basis with the department responsible.
- Assist in the closing of the Town's fiscal year activity, including, but not limited to Y/E journal

ASSISTANT TOWN ACCOUNTANT

FAIRHAVEN, MA

entries and closing journal entries.

- Assist the Town Accountant to develop and prepare year-end financial reports to include the balance sheet and revenue and expense statements for the Town, the State Department of Revenue, and for the certification of free cash.
- Prepares and submits annually to the Department of Revenue Schedule A, reconciling and detailing financial activity for fiscal year, assist in preparation of the Tax Recap.
- Answer questions and provide information to vendors, employees and residents with appropriate resolution, regarding payment of invoices and any other queries.
- Complete special projects and performs any and all similar or related work as required, including calculations needed for employee/union contract negotiations
- Review weekly payroll warrants (unless performing payroll duties).
- Review Treasurer's receipts and Collector's turnovers for proper accounting.
- Process year-end Form 1099s for vendors and submit information to Federal and State agencies.
- Assist in Budget preparation, Budget updating and Budget reporting, including assembling of Budget binders.
- Attend Budget meetings with departments and Budget meetings at night with Finance Committee.
- Assist in the preparation of Financial Forecast for the town.
- Assist in the process of town borrowing, which includes providing financial data and information to complete the borrowing process.
- Attend MMA&AA accounting school at UMass Amherst to obtain certification in government accounting.
- Review email, voice mail and other communications, check schedule / calendar for meetings and appointments.
- Performs similar or related work as required, directed or as situation dictates.
- Work consists of a 40-hour work week.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Accounting or related field or 3 years of progressively responsible experience in accounting, of which at least three (3+) years of accounting; or an equivalent combination of education and experience. Must have / maintain a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer

ASSISTANT TOWN ACCOUNTANT

FAIRHAVEN, MA

applications for accounting and financial management. Comprehensive knowledge of GAAP and the UMAS preferred.

Ability: Ability to analyze and interpret financial data and to present findings clearly. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.

Skill: Office management skills. Highly developed skills in computer hardware and software. Aptitude for numbers and details. Excellent organizational skills.

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.

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

Supervision Received: Works under the general direction of the Town Accountant.

Supervision Given: Supervises Accounting Department staff (accounts payable Team).

Job Environment:

- Work is performed under typical office conditions. Work environment is moderately noisy. Incumbent required to attend evening meetings.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.
- Makes frequent contacts concerning accounting and budgetary matters with all Town departments and boards, vendors, auditing firms, and relevant state officials and agencies. Makes infrequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
- Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as sensitive Town financial information.

ASSISTANT TOWN ACCOUNTANT

FAIRHAVEN, MA

- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in legal ramifications.

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