



Job Description

Position: Finance Director
Primary Location: Town Hall
Employment Status: Full-time Salaried, Exempt
Reports To: Town Administrator
Description Updated On: August 18, 2021

Summary/Objective

The Finance Director, as the Town's Chief Financial Officer is responsible for coordinating and supervising Accounting, and Treasury & Collection financial service areas performing a variety of complex professional, administrative, supervisory, and technical accounting and finance duties including the preparation of the Town's capital and operating budgets. The employee is required to perform all similar or related duties.

Essential Functions

- Develops, implements, and administers financial procedures and systems in accordance with local, state, and federal laws and regulations. Directs employees in the processes and procedures for maintaining the Town's financial records.
- Responsible for developing accurate revenue and expenditure forecasts. Exercises influence over the investment of Town funds, cash management, and short and long-term debt financing with the assistance of the Town Treasurer.
- Assists the Town Administrator in the preparation, presentation, and administration of the Town's annual operating and capital budgets by participating in meetings with various departments, boards and Town Meeting as directed by the Town Administrator; responsible for the implementation, monitoring, and adjustment of those budgets and the monitoring and adjustment of revenue collections.
- Exercises purchasing authorization following financial and accounting procedures and in accordance with State regulations.
- Performs special financial studies/analyses and prepares financial reports as necessary for Town officials, State or federal officials, Town meeting members, taxpayers and the general public.
- Participates in audits of the Town's financial operation by government agencies or independent auditors.
- Assists Department Heads, Board and/or Committees in the management of Town funds including the evaluation of changes requested.
- Participates in the tax rate setting process that includes the review of databases and documents submitted to the State Department of Revenue, Division of Local Services by the Chief Assessor, Treasurer, and the Town Accountant.
- Participates in public forums and provides support to Town committees as requested.

Required Qualifications, Education, and Experience

- Master's Degree in Finance, Public Administration, Accounting, or a related field; a minimum of seven (7) years related work experience in a municipal setting with at least five (5) years in a supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Preferred Qualifications, Education, and Experience

- Certification as a member of the Accounting & Auditor's Association is required within two (2) years of appointment. As a condition of employment, must be bonded and complete a CORI certification.

Knowledge, Skills & Abilities:

- Thorough knowledge of the principles and practices of government accounting and of applicable financial or treasury provisions of the Massachusetts General Laws including the investment of funds and the borrowing of short and long- term debt financing government operations
- Working knowledge of computer applications for accounting and financial management.
- Knowledge of Town government operations as well as pertinent State and Federal agencies.
- Knowledge of municipal budgeting techniques and practices as well as local, state, and federal regulations and/or laws pertaining to local government financial operations
- Proficient skill in working with numbers in an accurate and detailed manner; excellent analytical, oral, and written communication skills
- Must have excellent computer skills including demonstrated skill in use of business and municipal financial software applications
- Effective supervisory and interpersonal skills working with employees as well as local, state, and federal officials
- Ability to analyze and interpret financial data and to present findings clearly in written and oral form
- Ability to establish and maintain cooperative relationships with Town officials and governmental representatives; ability to provide motivation, incentive, and leadership

Physical and Mental Job Requirements

- Physical requirements:
 - Work is mostly sedentary, and majority of time is typically spent in a stationary position.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Communicate in-depth information for the purpose of interpreting, and/or negotiating
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures

- Analyzing/examining/testing data
- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position; this may mean hours beyond 35 per week are required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____