

Town of Tyngsborough, MA
Position Description

Job Title: Finance Director / Town Accountant
Department: Accounting
Reports to: Town Administrator
Prepared Date: October, 2020
Updated:

SUMMARY

The Finance Director oversees various financial operations under the authority of the Board of Selectmen and coordinates with the financial operations of the Town Treasurer/Collector, Finance Committee, and Capital Asset Management Committee.

The Finance Director is supervised by the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for compliance with all fiscal statutory requirements, supervise financial reporting and maintain the accounting records in accordance with Generally Accepted Accounting Principles (GAAP).

Monitors revenue, expenditures and equity fund balances of all town funds.

Serves as the key advisor in budgetary processes and provides support and guidance to town departments relative to accounting and regulatory compliance matters.

Coordinates with Treasury and oversees the financial operations including budgeting, accounting, cash management, investments, debt service, payroll, payables, maintenance of tax title accounts and collection, management of trust funds, custody of all town funds, and insurance.

Provides support to the Town's Finance Committee, Capital Asset Management Committee, and any other standing or special boards, commissions, or committees as required.

The Finance Director supervises the Treasurer/Collector and Accounting departments.

Monitors cash levels in the treasury. Prepares cash flow projections of revenues and expenses on a regular basis. Provides a monthly report to the Town Administrator.

Assists in the preparation, submission, and presentation of the annual budget, town meeting warrants, and other financial documents.

Coordinates activities with the Town's financial advisor, bond counsel, rating agencies, and banks.

Provides input and prepares documents for the Town's Capital Assets Management Plan.

As requested by the Town Administrator, coordinates the bidding and purchasing of equipment, materials, and supplies for the town. May prepare bid specifications, review bids, and recommend contract awards to the Town Administrator. May assist in developing or obtaining draft contracts.

Assists in the preparation of grant applications.

Assists in the administration of grant contracts.

Coordinates the financial operations of the Town outside the jurisdiction of the Board of Selectmen, including the Treasury, Town Collector of Taxes, and Finance Committee. This position does not have direct managerial authority over the Board of Assessors, or the Finance Committee.

Performs other similar or related duties as required and/or assigned.

SUPERVISORY RESPONSIBILITIES

This position coordinates responsibilities with the Town Treasurer's/Collector's Office and provides general supervision to the Town Treasurer and other part-time Accounting and Treasury administrative assistants and clerks. Departmental employees are to be trained, supervised, and evaluated.

This position coordinates the Town's financial operations, working closely with the Town Treasurer/Collector.

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. Bachelors Degree in Accounting, Business Administration, Public Administration, or a related field;
- B. Three years experience working in a municipal government in a supervisory position.
- C. Designation as a CPA (Certified Public Accountant) desired, but not required.

Knowledge, Skills and Abilities:

- A. Thorough knowledge of the principles of accounting and financial management;
- B. Thorough knowledge of municipal government procedures and operations;
- C. Thorough knowledge of town by-laws and Massachusetts General Laws as they apply to financial duties, responsibilities, and limitations;

- D. Thorough knowledge of municipal purchasing and budgeting practices.
- E. Ability to establish and maintain accurate and detailed financial systems and other recordkeeping systems;
- F. Ability to establish and maintain effective working relationships with employees, town officials, and the general public;
- G. Ability to operate the listed tools and equipment;
- H. Ability to communicate effectively orally and in writing;
- I. Ability to become bonded.

TOOLS AND EQUIPMENT

Personal computer, telephone; calculator; typewriter; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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, stand, walk, talk, and hear. The employee is occasionally required to use hands to operate; handle, or feel objects, tools, or controls; and reach with hands and arms.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.