



# Town of Wenham

Administrator's Office  
138 Main Street  
Wenham, MA 01984

Peter Lombardi, Town Administrator  
TEL 978-468-5520 x. 2 FAX 978-468-8014

## JOB POSTING

**POSITION POSTING:** Finance Director / Treasurer Collector

### APPLICATION PROCESS:

All interested applicants are required to submit a resume, letter of interest, and three professional references to the Town Administrator's Office at the Town Hall (c/o Peter Lombardi). All such submittals can be emailed to [nroebuck@wenhamma.gov](mailto:nroebuck@wenhamma.gov) or mailed/hand delivered to:

**Wenham Town Hall  
Town Administrator's Office  
138 Main St  
Wenham, MA 01984**

**Submittal Deadline:** Monday, July 9, 2018 by 4:30PM.

Additional information regarding this position is available at the Town Hall and can be obtained by either visiting the Town website at [www.wenhamma.gov](http://www.wenhamma.gov) or by calling 978-468-5520 x2.

### FINANCE DIRECTOR / TREASURER COLLECTOR

**Status:** Permanent / Full-time (40 Hrs./Wk.)  
**Department:** Finance  
**Compensation:** Starting salary from \$76,500 to \$95,600  
**Requirements:** Master's degree in accounting, finance, public administration, business or similar field of study and five to seven years of experience in a related field or any equivalent combination of education and experience. Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and applicable Massachusetts General Laws regarding finance, insurance and procurement required. Experience with SoftRight or other mainframe-based public financial software system preferred.

**Job Description:** Position is responsible for the management of all Town cash, issuance and payment of debt, and the Town's health insurance policies; serves as custodian of all stabilization and trust funds, as well as all investments; is responsible for the billing and collection of Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax and

Water Utilities; as part of the collection process, initiates Tax Liens, petitions to foreclose in Land Court, and acts as custodian of foreclosed property. The Finance Director / Treasurer Collector serves as the Chief Financial Officer for the Town and, in this capacity, is responsible for supervising the annual budget development process and overall operations of the Finance Department, including the Town Accountant, and performing all related duties and assignments to properly address the financial affairs of the municipality.

**Finance**  
**Finance Director / Treasurer Collector**

**DEFINITION**

Position is responsible for the management of all Town cash, issuance and payment of debt, and the Town's health insurance policies; serves as custodian of all stabilization and trust funds, as well as all investments; is responsible for the billing and collection of Real Estate Tax, Personal Property Tax, Motor Vehicle Excise Tax and Water Utilities; as part of the collection process, initiates Tax Liens, petitions to foreclose in Land Court, and acts as custodian of foreclosed property. The Finance Director / Treasurer Collector serves as the Chief Financial Officer for the Town and, in this capacity, is responsible for supervising the annual budget development process and overall operations of the Finance Department, including the Town Accountant, and performing all related duties and assignments to properly address the financial affairs of the municipality.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Planning, organizing, directing, staffing and coordinating the operations of the Finance Department, including the Town Accountant and Treasurer/Collector functions; providing oversight for all statutory and non-statutory responsibilities of these positions.
- Providing timely and accurate financial information, and ensuring the accuracy and the integrity of the financial data by instituting proper internal controls.
- Providing the Board of Selectmen, Town Administrator, Finance and Advisory Committee, other committees, and Department Heads with timely and reliable reports regarding the Town's financial status and budgetary performance.
- Coordinating all financial reporting and planning in association with annual and special town meetings in conjunction with and under the guidance of the Board of Selectmen and Town Administrator.
- Responding orally or in writing on the activities, functions, and findings of the Finance Department to the Board of Selectmen and Town Administrator when requested or required.
- Providing recommendations to the Board of Selectmen, Town Administrator and the Finance Committee on matters having a significant and material financial impact on the Town and its financial position.
- Coordinating the Town-wide Annual Operating Budget and Capital Planning process in conjunction with the Town Administrator; analyzing and making recommendations to the Town Administrator on the Annual Operating Budget and Capital Plan departmental requests, including long range financial forecasting and planning.

- Organizing and developing the ongoing maintenance of the Town's multi-year financial plan, including applicable debt schedules. Providing financial analysis to ensure clear, succinct, and accurate data to support the Town's multi-year financial plan.
- Overseeing the Town's cash management.
- Coding, receiving, and reconciling daily cash.
- Serving as custodian of all stabilization and trust funds, as well as all investments.
- Handles the billing of real estate personal property and motor vehicles.
- Supervising the collection of real estate, personal property, motor vehicle excise, and water bills.
- As part of the collection process, initiating Tax Liens, petitions to foreclose in Land Court, and acts as custodian of foreclosed property.
- Responsible for department's computerized payroll and all bi-weekly quarterly and yearly filings and reports.
- Reconciling monthly cash and receivables with Town Accountant.
- Handling all benefits for Town employees.
- Handles all aspects of tax taking proceedings.

#### **SUPERVISION RECEIVED**

Under the administrative direction of the Town Administrator, the Finance Director / Treasurer Collector works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The Finance Director / Town Accountant exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

#### **SUPERVISION EXERCISED**

The Finance Director / Treasurer Collector is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Finance Director / Treasurer Collector typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists in overseeing

the personnel function related to employee benefits and onboarding.

### **ACCOUNTABILITY**

Duties include primary responsibility for a major functional section of the organization for technical processes, service delivery, and contribution to organizational plans and objectives and fiscal responsibility for the department. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and legal repercussions. Poor judgment could have a continuing adverse effect.

### **JUDGMENT**

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The incumbent is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

### **COMPLEXITY**

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the district.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

### **CONFIDENTIALITY**

Incumbent has regular access at the departmental level to a wide variety of confidential information, including personnel records, lawsuits and client records.

### **EDUCATION AND EXPERIENCE**

Master's degree in accounting, finance, public administration, business or similar field of study and five to seven years of experience in a related field or any equivalent combination of

education and experience.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of public accounting and auditing principles, practices and procedures. Knowledge of generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and applicable Massachusetts General Laws, regarding finance, insurance and procurement. Knowledge of methods and techniques of municipal transactions and financial activity including revenue analysis/interpretation, as well as financial planning, forecasting and auditing. Working knowledge of the principles and practices of municipal budget preparation and administration and related accounting and reporting systems. Experience with SoftRight or other mainframe-based public financial software system is a plus.

Ability: Ability to supervise and train personnel. Ability to meet and deal with the public effectively and appropriately. Ability to handle problems and emergencies effectively. Ability to communicate clearly, orally and in writing. Ability to operate a computer. Ability to maintain confidential information. Ability to maintain, manage, and organize records. Ability to deal appropriately with Town employees, Town officials, and disgruntled members of the public. Ability to communicate clearly and persuasively orally and in writing.

Skill: Excellent organizational skills. Excellent data processing skill in the use of personal computers and office software including word processing, data base and spreadsheet applications, and internet applications. Excellent research and problem solving skills.

## **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting. Incumbent may be required to work beyond normal business hours.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not

limited to telephones, personal computers, handheld technology, and other office equipment.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.