

TOWN OF WENHAM
Position Description
FLSA: Exempt

Position Title: **Finance Director/Treasurer-Collector** Department: Finance Division

Reports To: Town Administrator Status: Full-time (40 hrs./wk.)

GENERAL SUMMARY:

Under general direction of the Town Administrator, plans, organizes, and makes recommendations to the Town Administrator, Board of Selectmen, the Finance & Advisory Committee, and the Board of Assessors on matters related to the proper administration of the finances of the Town. Responsibilities include the monitoring and facilitation of all aspects of the Town's finances, provides finance-related assistance to all Town Boards and committees, and participates in the accounting of all receipts and expenditures for the Town & the timely production of financial statements in accordance with Massachusetts general laws Chapter 41 and applicable Town by-laws.

ESSENTIAL JOB FUNCTIONS *:

- Supervises the operations of the Treasurer/Collector and Town Accountant Offices and provides supervision to the Assessing Department under the policy direction of the Board of Assessors.
- Maintains the Town's five year financial plan.
- Oversees all financial functions of the community including maximization of revenues and review of all accounting and financial reports.
- Works with the Finance & Advisory Committee, Town Administrator, and Board of Selectmen as well as Department Heads in preparing the annual operating budget and Annual Report.
- Develops financial and budgetary reports.
- Develops and recommends positions and policies with respect to fiscal management issues.
- Develops annual and long-term financial expenditure and revenue models and forecasts of financial condition.
- Oversees all activity with respect to the annual independent audit.

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- Develops and implements policy and procedures within the Finance Office as well as for all Town Departments.
- Interacts with Federal and State agencies as required.
- Performs analysis of Debt Capacity.
- Performs cost allocation studies as necessary.
- Provides financial costing and analysis for collective bargaining settlements as requested.
- Works with the Town Administrator to function as the Procurement Officer in overseeing and monitoring Town purchasing and contract procedures.
- Responsible for the timely deposit of all monies and funds into appropriate investment vehicles as set forth by State Department of Revenue.
- Develops and implements tax collection procedures to ensure the timely collection of all revenue.
- Plans, organizes, supervises, and participates in the collection and accounting of all accounts receivable for the Town.
- Ensures maximum return and safety on investments in regard to selection of investment vehicles and allocation of funds between various investment options.
- Conducts background checks on potential new banks and other investment vehicles and obtains services of outside professionals as necessary.
- Represents the Town as necessary in the prosecution of delinquent accounts.
Attends Finance Committee meeting to provide information and respond to inquiries.
- Determines long and short-term cash needs for the Town and ensures available funds to meet operating and capital expenditures.
- Makes timely payments for the Town expenses including salaries, wages, and withholdings.

Pays all accounts payable and other expenses prepared by Town Accountant and approved by Selectmen.

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Maintains current knowledge of profession through attendance at workshops and seminars and participation in state and municipal association educational activities.

- Develops and implements tax collection procedures to ensure timely collections.
- Takes property in lien and returns to owners upon discharge of obligations as necessary and appropriate.
- Supervises department staff; conducts performance reviews and recommends changes in status and compensation.

Responsible for the timely preparation and submission of necessary reports and documents and reconciles balances with the Town Accountant.

- Serves as the Human Resource Director and oversees the updates and centralization of all employee files and records. Also monitors and updates the town's human resource policies.
- Monitors internal control procedures Town's financial operations.
- Monitors audit management letter critique during three year interim audit.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs special project assignments as required.
- Develops department operating systems and procedures.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge equivalent to a bachelors degree in Accounting or related discipline and three to five years of municipal accounting experience.

Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.

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Ability to establish goals and objectives for the Finance-Related Departments throughout the Town.

Ability to analyze complex issues and develop relevant and realistic, plans, programs, and recommendations.

Planning, management, and organizational skills.

Financial management skills.

Ability to communicate effectively both verbally and in writing.

Ability to interact effectively with a wide variety of internal and external customers.

Thorough knowledge of accounting principles and practices, including fund accounting.

Extensive knowledge of municipal government Massachusetts General Laws relating to municipal finance.

Working knowledge of the Vadar System required.

SUPERVISORY RESPONSIBILITIES

Supervises the operations and staff of the Treasurer/Collectors, Town Accountant and Assessing Offices.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist internal and external customers on the telephone or in person.

May spend extended periods of time at the computer terminal, at desk or on the telephone and operating other office equipment requiring eye hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

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The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date