JOB POSTING

POSITION POSTING: Finance Director / Town Accountant

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 Antonio Barletta). All such submittals can be emailed to ktaylor@nahant.org or mailed/hand delivered to:

Nahant Town Hall
Town Administrator’s Office
334 Nahant Road
Nahant, MA 01908

Submittal Deadline: Resumes due December 9, 2020 or until the position is filled.
Additional information regarding this position is available by visiting the Town website at nahant.org or by calling 781-581-0088 x8.

FINANCE DIRECTOR / TOWN ACCOUNTANT
Status: Permanent / Full-time (40 Hrs./Wk.)
Department: Finance
Compensation: Starting salary range from $83,013 - $113,918

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 Abila or other mainframe-based public financial software system preferred.

Job Description: The position is responsible to the Town Administrator, serves as Town Accountant and Financial Director, and oversees the Town’s financial activities, which include accounting, assessing, collections, treasury, financial systems and purchasing. The position advises the Town Administrator on revenue projections, serves as the Town Administrator’s technical advisor on departmental budgets and management, and has oversight of the preparation of the Town’s annual operating and capital budgets.
Successful candidate should have five years’ experience in Massachusetts municipal finance; bachelors or masters (preferred) degree in business administration, finance or accounting; a thorough knowledge of Massachusetts municipal finance (UMAS) and budget management. MMAAA certification preferred or any equivalent combination of education and experience.

For a full job description, visit www.nahant.org
DEFINITION

Position is responsible for planning, directing, managing and overseeing Town financial activities including accounting, internal auditing, assessing, treasury, purchasing, grants management, and revenue collection.

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.

- Supervises Finance Department staff and operations
- Maintains the general and subsidiary ledgers
- Responsible for all general ledger accounts involving revenue and expenditure accounts, which involve cash, property taxes, liens, deferred taxes, motor vehicle excise tax, betterments, agency payable, tax titles, reserved fund balances, special revenue funds, revolving funds, trust funds, and water enterprise accounts
- Responsible for the maintenance of the requisition/purchase order, accounts payable and grant accounting systems
- Processes the payment of all Town invoices and audits and executes all bill-rolls, warrants and payrolls
- Monitors revenue, expenses, and fund balances
- Oversees and processes the transfers of funds from one budgetary code to another on a timely basis
- Reconciles accounts and provides updated monthly expenditure and revenue management reports to Town departments
- Evaluates and maintains a system of internal controls to prevent fraud or the misuse of funds
- Assists the Town Administrator in processing procurements in accordance with Massachusetts General Law (30B)
- Develops and implements policies and procedures for Finance Department
- Responsible for timely preparation of Town’s fiscal year-end balance sheet
- Facilitates the annual financial audit
- Coordinates Town’s annual budget process

SUPERVISION RECEIVED

Under administrative direction, the incumbent 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 incumbent 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

Incumbent 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 incumbent 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 or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

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, collective bargaining negotiations, lawsuits and client records.

EDUCATION AND EXPERIENCE
Master’s degree in accounting, finance, business, public administration or similar field of study and up to seven years of experience in a related field or any equivalent combination of education and experience.

KNOWLEDGE, ABILITY, AND SKILLS
Knowledge: Working knowledge of generally accepted government accounting principles of GAAP (Generally Accepted Accounting Principles) and UMAS for governments. Knowledge of governmental fund accounting theory and practices. Working knowledge of operations, services and activities of a comprehensive financial management and accounting program including debt management. Knowledge of methods and techniques of municipal transactions and financial activity including revenue analysis, interpretation, as well as financial planning, forecasting and auditing. Knowledge of municipal procurement rules and regulations and internal control procedures and practices. Knowledge of trends and developments in federal, state and local accounting laws, codes, regulations and GASB developments. Working knowledge of the principles and practices of municipal budget preparation and administration and related accounting and reporting systems. Working knowledge of municipal grant administration and accounting in accordance with state and federal regulations.

Abilities: Ability to supervise and train personnel. Ability to interpret and apply various federal and state accounting principles and regulations including GASB, FASB, and AICPA. Ability to conduct independent research and prepare detailed, accurate financial reports. Ability to deal with members of the public and staff in an effective and tactful manner. Ability to manage multiple tasks in a timely, detailed and accurate manner. Ability to operate a personal computer and standard office equipment. Ability to communicate clearly and persuasively orally and in writing.

Skill: Excellent business math skills as well as accepted municipal accounting principles and techniques. Excellent data processing skills including the use of financial software applications. Excellent research, accounting problem solving skills.

WORK ENVIRONMENT
The work environment involves everyday discomforts typical of offices. 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.