

DIRECTOR OF MUNICIPAL FINANCE

Department: Municipal Finance
Division: n/a
Appointing Authority: Mayor

Grade: 12
Revision Date: 7/18
Bargaining Unit: NR

Definition:

Responsible for administrative, supervisory, technical and professional work in planning, organizing, directing, coordinating, monitoring and supervising all the municipal financial management operations for the Town including the Treasurer/Collector, Accounting, Procurement and Assessing Divisions; for development of financial policies and practices as set forth in Charter Section 6-3 and the General Laws; for maintenance of municipal accounting systems, for financial reporting, for central procurement system; and for compliance with all legal and contractual obligations; all other work as required that is logical to the position.

Supervision:

Reports directly to and works under the policy direction of the Mayor who sets policy guidelines and financial planning and program goals; Exercises authority over financial operations in conformance with directives and objectives set forth by the Mayor, the Town Council, and any other town, state and federal governing bodies.

Performs highly responsible work, requiring the exercise of considerable independent judgment in the planning, direction and control of the Financial and Fiscal operations for the Town.

Directly supervises three division heads, and has direct responsibility for all employees of the Municipal Finance Department.

Environment:

Varied work in a multi-task environment. Work is generally performed under typical office conditions. Noise levels are usually quiet to moderate. Frequently required to work outside of normal business hours. May be required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.

Maintains contact, which requires perceptiveness and discretion, with other town officials, particularly the Director of the DPW, School Superintendent, School Business Manager, State and Federal agencies, attorneys, auditors, local businesses, community leaders, town employees, department heads, town councilors and the general public.

Duties require considerable persuasiveness, resourcefulness, discretion, and negotiating skills to address the decisions and behaviors of others.

Has access to town wide confidential information regarding the formulation of town-side policy, financial management, collective bargaining negotiations, procurement, personnel information, bid documents and legal matters(exclusive of medical records).

Errors in judgment and administrative decisions could result in lower standards of service, may adversely impact operations, result in inadequate project and operational funding, have legal repercussions, cause confusion or delay and cause an adverse impact on public opinion.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Plans, controls and directs all aspects of the Finance Department including the activities of the Treasurer/Collector, Accounting, Assessing and Procurement Divisions ; develops and recommends departmental policies, projects, procedures and practices; confers with division heads concerning ongoing and future projects. Monitors and coordinates the authorizing and financing of major capital projects emanating from all departments. Coordinates financial activities between the Town and the Schools; advises the Mayor, Town Council Ways and Means Committee and Town Council of all financial matters. Advises Mayor on revenue projections and budget targets on departmental budgets and management; Establishes, controls and directs the Town's annual Budgeting and Financial Planning process; Oversees the development and implementation of the town's Annual operating budget and capital improvement plan.

Plans, controls and directs the development of a financial plan and proposed operational and capital improvement budget for the ensuing fiscal year. Presents town budgets and plans to the Mayor and Town Council. Structures the annual agenda, and provides information the Town Council may request or would benefit from in order to make spending decisions and carry out evaluations of departments and department head performance for which they hold authority.

Provides professional financial management advice to the Mayor, to the Town Council, and to all department heads as needed to ensure sound short-term and long-term fiscal health for the Town. Advises both the Mayor and Town Council on technical aspects of financial and fiscal operations.

Develops and implements schedule(s) that meet deadlines; prepares and oversees capital debt borrowing strategies, including preparation of official statements of analysis of activities and effective centralized purchasing practices and procedures and consultation with the Town's outside financial advisor, as well as the Town Treasurer.

Leads management team to ensure accountability and planning in the organizing, delivering and funding for town services and departments; including as delegated by the Mayor to formulate or coordinate policies, programs, or organizational capability in major functions such as public safety, regional services, energy policies, public utilities and departmental realignments.

Plans, controls and directs Finance department personnel including training, staffing, and evaluation of employees for which they hold authority; reviews and approves departmental expenditures including payroll, procurement, and contracts for outside services; administers all short and long-term planning; maintains department records and correspondence.

Oversees the preparation of the department's operating and capital budgets, which includes the budgets for the Treasurer/Collector, Accounting, Procurement and Assessing Divisions. Presents the department's annual budget to the Mayor and the Town Council; implements various programs and projects according to authorized budget appropriations.

In compliance with MGL Chapter 41, serves as Chief Procurement Officer, establishes, plans and directs the Town's purchasing function through coordination with and delegation to payroll and procurement staff.

Works with the Town Auditor on all financial matters before the Town Council.

Represents the department at a variety of different meetings both within and outside of the town; develops and maintains effective working relationships with municipal, county, state, and federal officials and agencies to ensure compliance with all laws and regulations affecting the Town's Financial Operations.

Establishes systems to ensure that all invoices, expenditures and payments are made in accordance with approved budgets and applicable laws. Coordinates for all town offices the purchase, lease or disposal of all goods and supplies.

Has primary responsibility for municipal policies on revenues, and for projecting revenue trends and monitoring performance.

Develops and manages cost and pricing models for specific services as needed; maintains revenue/expenditure general fund forecasting model and rate setting enterprise models; reviews all revenues and make recommendations concerning fees, charges, and Enterprise Fund rates. Ensures that all revenues and expenses relevant to the development of the municipal budget are accurately and promptly tracked; develops annual projections and multiple-year forecasts of such revenues and expenses; advises the Mayor and Town Council Finance Committee of all matters on a regular basis.

Establishes systems for receiving and recording all cash receipts. Ensure a proper and timely turnover, proper recording, and develop a standard receipt form for all cash receipts from many varied sources. Establish controls that provide the timely reconciliation of the Treasurer's receipts to the Town Accountant and the sending departments.

Plans and coordinates the Town's interaction with the Massachusetts Department of Revenue, Bureau of Accounts, and Division of Local Services. Including but not limited to the annual Schedule A, Balance Sheet, Free cash, Cash reconciliations, Receivable Reconciliation, Debt Statement, CPA report, Snow and Ice Report and the Annual Tax Rate Certification process.

Plans and coordinates the Annual audit and Federal Single Audit. Coordinate the issuance of the Town of Greenfield's Comprehensive Annual Financial Report (CAFR), a nationally recognized award issued by the Government Finance Officers Association (GFOA),

Ensures financial officers develop reports and procedures and communicate accurate information to each other, department heads, the Mayor and Town Council, as required for policy decisions or by local ordinance and regulations of the Commonwealth. Establishes the schedule for the departments' preparation of such reports monthly, quarterly and annually.

Plans, control and directs all aspect of the towns bonding activity including correspondence with the public markets, bond rating agencies coordinating the Towns action with the Mayor, Treasurer, Accountant, Assessor, Procurement, Town Solicitor, Bond Council and Financial Advisor.

Reviews appointment forms for town personnel for compliance with the town's budget; monitors and adjusts staffing levels with the Human Resources Director; works with Mayor, Human Resources Director and Director of General Administration in confidential preparations for negotiations with multiple collective bargaining units; acts as leader in modernizing all data processing and information services with various department heads, and tracking IS plan for the town.

Serves as media contact on budgetary and financial matters; researches and presents public reports on operations, costs and revenue patterns; seeks federal and state grants and other sources of revenue; assumes a strong role in reviewing purchasing practices by either acting as or supervising the Chief Procurement Officer for the Town pursuant to charter.

Works with department heads to develop and promote a “customer focused” approach, including the development of user friendly systems for taxpayers and other town departments; actively works with school business office to seek ways of sharing tasks and cutting costs.

Represents the Mayor in examining and signing warrants related to the expenditure of Town funds, namely vendor and payroll warrants.

Performs other similar or related work as required, or as situations dictate.

Regular and predictable attendance.

Minimum Qualifications:

Education and Experience: Bachelor’s Degree from an accredited college or university in Public or Business Administration, Finance, Accounting or closely related field; five (5) years of progressively responsible experience in public or municipal finance, three (3) years in a management capacity (experience may be concurrent); strong public administration background highly desirable; Master’s degree preferred; or, a any combination of education and experience that enables performance of all aspects of the position.

Must demonstrate track record of high level responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Knowledge, Ability and Skill: Strong leadership abilities to communicate effectively and in a courteous manner; be able to work cooperatively with peers, subordinates, committees, and the general public. Ability to develop sound financial policies and practices; ability to effectively motivate and supervise staff and department managers. Knowledge and competency with Massachusetts Uniform Accounting System (MAS), GASB and Division of Local Services reporting requirements. Aptitude for numbers and details. Excellent organizational skills.

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedure, principles, methods and laws relating to municipal bond financing. Thorough knowledge of municipal finance, budget management, investment markets, business principles, personnel management, information technology, intergovernmental relations and the laws which affect local government; extensive knowledge of MGL Chapter 6A, 41, 44, 30B, 60, 61, 61A, 61B, 149 and associative general laws relating to municipal taxes and charges; the ability to perform various accounting functions such as balancing, recording, and reporting over a broad range of accounts and funds.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity MUNIS and other database programs and computer hardware and financial software applications.

Planning and delegation skills; ability to plan, manage others, analyze and interpret financial data and to clearly communicate key findings to decision-makers and concisely, carry out projects, consult and offer advice, supervise subordinates and facilitate groups; Ability to develop effective working relationships with subordinates and other city departments, both staff and boards; requires highly effective written and oral communication skills to facilitate change and promote strategic thinking and ability to represent the Town before an array of organizations. Strong organizational skills and the ability to manage a large number of projects and tasks at any given time. Must perform all aspects of job responsibilities with honesty and integrity.

Knowledge of public records law regarding the public's right to inspect and copy records in the custody of the office, including knowledge of retention periods for all records and the process and requirements for disposition.

Ability to lead and direct Division Heads to ensure foresight and accountability in organizing, delivering and funding all Town services.

Ability to establish and maintain cooperative relationships with town officials and governmental representatives. Ability to communicate effectively.

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Knowledge of technological developments for the purpose of investigating the possibility of how they potentially may be utilized to increase operating efficiencies or service level to the public.

Ability to negotiate contracts, agreements and appropriate working arrangements with vendors and consultants, community organizations and the business community.

Ability to analyze and synthesize a wide range of material from inside and outside municipal operations to formulate policies on behalf of the town and to make needed recommendations to the Mayor and Town Council for the short and long-term benefit of the people of the Town.

Ability to develop town wide plans, policies, programs, procedures, and organizational capability in major areas like public safety, regional services, energy policies, departmental realignments, and the like relative to the Town's fiscal and financial operations. Ability to maintain confidential information. Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records. Prepare informative financial reports.

Physical Requirements: Minimal physical effort generally required in performing duties under typical office conditions include regular sitting, talking, walking, hearing and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time. Specific vision requirements include close vision, distance vision, and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

Special Conditions: Must be bondable.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:



Human Resources Director

7-25-2018
Date
Revision History: Initial 7/18



Mayor