



TOWN OF BURLINGTON

Human Resources Department

Joanne M. Faust, SPHR, Human Resources Director

Cheralyn Rosati, Human Resources Coordinator

Notice of Job Vacancy

Financial/Purchasing Analyst

Under the direction of the Budget Director, this position performs analytical, technical and administrative work in assisting the Budget Director in a variety of management activities and projects.

Examples of work include:

- Assists with the coordination and direction of all non-school related purchasing for the town.
- Assists in the preparation of procurement specifications, notices and contracts.
- Handles the disposal of town surplus property.
- Facilitates the processing of liability insurance claims involving the Town.
- Prepares applications for prevailing state and federal wage rates; completes central register posting for each applicable bid.
- Prepares and processes award letters and contracts for successful bidders.
- Maintains files and logs purchase orders for requisitions; signs, separates and distributes purchase orders to applicable departments; attaches appropriate requisitions, quotes, and correspondence.
- Maintains and manages cable television contracts.
- Maintains and manages the cellular tower leasing program.
- Provides training to Town departments.
- Provides assistance in financial analysis.

Minimum Qualifications:

- Bachelor's Degree in public or business administration, finance, or related field; Master's Degree preferred.
- Three to five years of finance experience required; or an equivalent combination of education and experience. Experience with municipal financial systems preferred.
- Ability to be bonded.
- Knowledge of municipal purchasing practices and procedures.
- Able to complete MCPPO Certification Program within set time frame.
- Ability to read and fully comprehend law and contract language.
- Comprehensive knowledge of computer database systems, spreadsheets and word processing.
- Excellent administrative, organizational, communication and customer service skills.
- Ability to maintain records and prepare reports.
- Ability to work effectively under time constraints to meet deadlines.
- Skill and accuracy in working with numbers and detail.

This position is full-time, within Grade 10 of the Administrative & Professional compensation plan, and includes comprehensive and generous benefits.

Apply at <https://burlington.catsone.com/careers> (preferred). Alternatively, applications may be obtained at Town Hall or at www.burlington.org and directed to:

Joanne Faust, Human Resources Director
Town of Burlington
29 Center Street
Burlington, MA 01803

Applications received by May 27, 2022 will receive first consideration. Position will remain open until filled.



29 CENTER STREET • BURLINGTON, MASSACHUSETTS 01803 • TEL (781) 505-1160 • FAX (781) 238-4696
www.burlington.org • hr@burlington.org

The Town of Burlington is an Equal Opportunity Employer