



TOWN OF BURLINGTON

Human Resources Department

Joanne M. Faust, SPHR, Human Resources Director

Cheralyn Rosati, Human Resources Coordinator

Notice of Job Vacancy Town Accountant

The Town of Burlington seeks applications from experienced financial professionals for the position of Town Accountant, who will join the team responsible for the financial management of the Town. Conveniently located 14 miles northwest of Boston and easily accessible from Route 95/128 and Route 3, Burlington is currently home to a robust and diverse collection of commercial enterprises within the retail, life science, technology, and medical sectors. Approximately 150,000 people per day flock to the Town to work, eat, shop, play or take advantage of the numerous outdoor recreation areas. Burlington is home to over 1,500 corporations and 9,100 residential housing units.

The Town Accountant is responsible for managing all financial and accounting policies and procedures as well as maintaining fiscal records and internal controls for the town. The position also assists the Assistant Town Administrator in all financial processes of the town including coordinating long and short term financial planning as well as the annual budget process of approximately \$160M. The successful candidate will bring energy, modern procedures and a drive for excellence.

Qualified applicants will have a bachelor's degree in accounting, finance or related field as well as three to five years direct municipal finance experience or any equivalent combination of education and experience. Prior experience working with MUNIS, MMA&AA certification, and master's degree in related field desirable. Must be fully committed to providing service excellence to every person who visits, works, or resides in the Town of Burlington.

This position is full-time, within Grade 16 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 June 3, 2022 will receive first consideration.



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