



## TOWN OF FREETOWN

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# PERSONNEL BOARD

CARLOS A. LOPES, CHAIR

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LU-ANN SOUZA, EXECUTIVE ASSISTANT, LOLA FURTADO, ADMINISTRATIVE ASSISTANT

**9/14/2022**

### **Chief Financial Officer/Town Accountant**

The Town of Freetown seeks qualified applicants for the full-time position of Chief Financial Officer/Town Accountant. The Chief Financial Officer/Town Accountant works under the direction of the Board of Selectmen and Town Administrator to perform essential functions ensuring that all municipal financial transactions conform to law and to professional standards.

Maintains, in compliance with MGL, GASB, UMAS, and GAAP, a complete set of financial records for all Town accounts, appropriations, debts, and contracts; maintains a general ledger, subsidiary ledgers and journals for the recording of all transactions. Has full audit responsibility for all Town departments' receipts and expenditures; audits; Treasurer's cash and assists in audits.

The CFO/Accountant advises the Town Administrator on revenue projections, budget targets and serves as the Town Administrator's technical advisor on departmental budgets and management; has oversight of the preparation of the Town's annual operating and capital budgets; implements and supervises the execution of budget within department heads; develops and implements schedule(s) that meet deadlines; prepares and oversees debt and borrowing strategies.

Applicants must have a minimum of a bachelor's degree in accounting, finance, or a related field, Masters preferred; at least five years of progressively responsible experience in accounting or financial management; and equivalent combination of education and experience. Experience in Municipal accounting and familiarity with the Uniform Massachusetts Accounting System (UMAS) is essential. Familiarity with Vadar Accounting system is preferred.

Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) certification required or obtained within three years of hiring.

Salary based upon experience.

Interested applicants should submit a resume and cover letter to [lsouza@freetownma.gov](mailto:lsouza@freetownma.gov). This position will remain open until filled with review of applications beginning September 22, 2022.