



The Town of North Andover is accepting applications for the position of:

Finance Director Finance

**Full-time with Excellent Benefits
Salary Commensurate with Experience***

*Candidates' qualifications and experience and issues of internal equity will be considered.

**Candidates are required to submit a completed Town of North Andover Employment Application along with a resume and cover letter to jobs@northandoverma.gov
Resumes may not serve as a substitute for completing the Employment Application. The Employment Application is available [here](#).
Applications will be reviewed on a rolling basis.**

OVERVIEW

The Finance Director serves as the senior advisor to the Town Manager, Select Board, Finance Committee, and School Superintendent regarding financial forecasting strategies and oversees the Accounting, Assessing, and Treasurer/Collector Departments. Responsibilities include preparation of an operating budget of approximately \$142 million and a five-year capital plan of approximately \$160 million as well as financial planning analyses and long-range financial forecasting. The Town of North Andover has maintained a AAA bond rating and has been awarded the Distinguished Budget Presentation Award and the Annual Comprehensive Financial Report Award from the Government Finance Officers Association (GFOA) for the past twelve consecutive years. The Town of North Andover offers a competitive benefits package, including health and dental insurance, group and optional life insurance, generous paid time off, flexible spending accounts, a deferred compensation plan, and more!

POSITION SUMMARY

This position is responsible for planning, organizing, and coordinating the financial activities for the Town. The Finance Director protects the fiduciary interests of the Town by ensuring that the financial records are accurately maintained and preserved. This position is also responsible for supervising and monitoring expenses, utilizing sound accounting practices, and performing auditing/accounting functions pursuant to the Town Charter, Town By-Laws, and the laws of the Commonwealth of Massachusetts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the Chief Financial Officer for the Town.
- Prepares and manages the annual operating budget and capital budget, and works closely with the Town Manager and department heads to prepare and submit the annual GFOA budget.

- Monitors implementation of the budget.
- Provides financial and technical assistance to the Town Manager and department heads.
- Provides staff support and assistance to the Finance Committee and the Revenue and Fixed Cost Committee.
- Performs annual projections for salaries, salary reserves and revenues.
- Prepares the five (5) year revenue forecast.
- Prepares financial reports for annual and special Town meetings.
- Establishes policies and procedures to ensure the efficient and effective control of the Town's cash and other assets.
- Implements and monitors financial policies and systems for the Town.
- Oversees and controls expenditures of funds, in accordance with Chapter 30B requirements.
- Maintains the accuracy of Town assets, including compliance with GASB 34 reporting requirements.
- Generates and updates all debt schedules and works closely with the Town's Financial Advisor on bond issues and participates in annual calls with the bond rating agency.
- Prepares the comprehensive annual report indicating the transactions and financial position of the Town at the close of the fiscal year.
- Manages the bond process and maintains debt schedules.
- Generates and prepares data and reports for a variety of special projects involving financial analysis, cost/benefit analysis, state required reports, etc.
- Serves as the senior advisor to the Town Manager, Select Board, Finance Committee, and School Superintendent regarding financial forecasting strategies.
- Reviews management and administrative processes/systems for service quality and efficiency.
- Acts as a liaison between investment advisors and fund trustees.
- Oversees the preparation of the Town's financial management and accounting report.
- Creates new grant and accounts receivable accounts.
- Maintains the accounting software and chart of accounts.
- Generates real estate and personal property tax commitments.
- Participates in the hiring of personnel, ensures appropriate training of staff and monitors, and evaluates performance of direct reports.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, including or supplemented by 7 - 10 years of experience in government finance, accounting, or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Special Requirements/Licenses:

Certified Public Accountant (CPA)

Knowledge of:

- Modern principles of public financial management, administration budget preparation and accounting (including GAAP, GASB).
- Bond rating procedures.
- Municipal finance and budget management.
- Business administration with an emphasis in accounting and finance.

- General laws, administrative policies, rules and regulations governing municipal financial practices and procedures, including applicable federal regulations and Massachusetts Laws.
- Department policies and procedures.
- The use of standard office equipment including computers and relevant software programs.

Ability to:

- Multi-task and prioritize workload.
- Deal with complex factors and ideas that are not easily evaluated.
- Maintain confidentiality.
- Participate in the development, administration and evaluation of Department goals, objectives, and procedures.
- Perceive opportunities for improvement; research and evaluate new methods and techniques.
- Remain current on federal, state, and local policies, laws, and regulations and apply them appropriately to the course of work.
- Assign and supervise the work of others; motivate employees to work towards common goals.
- Establish and maintain effective working relationships with supervisors, coworkers, elected officials, residents, and members of the public.

Skill in:

- Oral and written communications and preparing reports.
- Strategic thinking and decision making.
- Evaluating the effectiveness of programs and personnel.
- Preparing reports and putting together fund forecasts.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, walk, stand, climb, and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to balance, stoop, kneel, or bend.
- The employee must occasionally lift and/or move up to 20 pounds.

SUPERVISION

Supervision Received: Town Manager

Supervision Given: All Employees in the Town's Accounting, Assessing, and Treasurer/Collector Departments

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as*

listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SELECTION GUIDELINES

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application along with a resume and cover letter to: jobs@northandoverma.gov, or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

Applications will be reviewed on a rolling basis

Successful candidate will be required to undergo CORI screening

Individuals who need accommodations in order to participate in this hiring process should contact the Human Resources Department at (978) 688-9526. Questions regarding this hiring process should be directed to the Human Resources Department at (978) 688-9526