

Town of Sherborn Job Description

Form approved by Personnel Board 6/97. Amended and approved by Personnel Board 3/06

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| JOB TITLE: <div style="text-align: center; margin-top: 10px;">Finance Director/Accountant</div> | |
| DEPARTMENT NAME: <div style="text-align: center; margin-top: 10px;">Finance Department</div> | |
| FLSA STATUS: Exempt: <input checked="" type="checkbox"/> Non-Exempt: <input type="checkbox"/> Hours worked per week <u>40</u> | EMPLOYEE TYPE: <i>(see General By-Laws Personnel Administration Plan for definitions)</i> Salaried <input checked="" type="checkbox"/> Regular Part-Time <input type="checkbox"/> Casual Part-Time <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Supplemental Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> |
| REPORTS DIRECTLY TO (INDICATE JOB TITLE): <div style="text-align: center; margin-top: 10px;">Town Administrator</div> | |
| JOB SUMMARY - <i>Briefly describe the primary function of this job.</i> Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to laws and professional standards, works independently within establish policies and procedures, and assumes direct accountability for departmental results. | |
| II. JOB DUTIES - <i>List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties.</i> <ol style="list-style-type: none"> 1. Responsible for the complete and overall coordination and direction of all finance management and accounting operations of town government, including but not limited to the annual audit, Other Post-Employment Benefits (OPEB) reports, budget pre and post development, and State and Federal reporting requirements; 2. Appoint, employ, supervise, evaluate, retain and may suspend or terminate the staff, whether employees or contractors, necessary for the operation of the Finance Director/Accountant Department; 3. Manage the cash flow of the town, and record reconciliation; 4. Conduct a strategic analysis and forecasting of; revenue, expenditures, (short, intermediate and long term) and employee benefits; 5. Meet periodically with the Treasurer (whether elected or appointed), Collector (whether elected or appointed), Director of Assessing and the Town Administrator as a group or separately; 6. In consultation with and considering the recommendations of the Treasurer, Collector, Director of Assessing and Town Administrator, create maintain and oversee consistent and integrated financial procedures and computer systems throughout the Town's financial function; 7. Coordinate financial information with the Sherborn and Dover/Sherborn Regional school departments, and the Treasurer, Collector, Director of Assessing, and the Town Administrator and provide reports, as needed or requested, to Town Departments and Committees; 8. Perform all the duties specifically required of a Town Accountant by the General laws of the commonwealth of Massachusetts. 9. Perform other duties, not assigned by law to the Town Treasurer or Town Collector or to the Town Board of Assessors, as the Town Administrator/Select Board shall determine including but not limited to the administration of Payroll/Benefit programs for Sherborn's municipal and school employees. 10. Report quarterly on each of the above enumerated duties of the Chairs of the Select Board and Advisory Board, Treasurer, Collector Director of Assessing and Town Administrator; such reports shall be public record except as to portions which may be exempt from disclosure under law and available to the general public. | |

III. EDUCATION, TRAINING & EXPERIENCE - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Minimum Qualifications

The Town Administrator shall appoint a Finance Director/Accountant solely on the basis of his/her executive and administrative qualifications. He/she shall be a professional qualified person of proven ability, especially fitted by education, training and previous experience to perform the duties of the office. He/She shall not have served in an elective office in the Town's government for at least twelve months prior to the appointment

Education and Experience: Bachelor's Degree in accounting, finance, or related field; ten years of progressively responsible experience in accounting or financial management; experience in municipal accounting preferred; or any equivalent combination of education and experience.

Thorough knowledge of governmental fund accounting theory, principles, and practices required. Thorough knowledge of auditing theory and practices required. Extensive knowledge of internal control procedures, UMAS accounting requirements, and systems such as VADA required. Strong competency in Microsoft applications including Word, Excel, PowerPoint, and Outlook. Working knowledge of town municipal organizations including tax payers, boards and committees and town departments.

Must be able to communicate effectively both verbally and in writing. Must also be able to resolve accounting and departmental issue in an efficient, effective, and timely manner. Ability to maintain confidentiality and exercise extreme discretion. Ability to handle and prioritize multiple tasks and meet all deadlines. A high level of attention to detail is required.

IV. COMMUNICATIONS & CONTACTS - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

| <u>Contact</u> | <u>Purpose</u> | <u>Frequency</u> |
|--------------------|---|------------------|
| Town Departments | Provide reports & address accounting and/or budgetary issues | daily |
| Town Administrator | Provide analysis of receipts, expenditures and budget information | frequently |
| Select Board | Provide Financial information as needed | frequently |
| Advisory Board | Provide reports and analysis as needed | frequently |
| Capital Budget | Provide reports and analysis as needed | frequently |

V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES - Describe the function(s) over which this job has direct accountability and authority.

Direct supervision of the Finance Office Staff.

VI. WORK ENVIRONMENT: Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Work is performed under typical office conditions with frequent interruptions; required to attend evening meetings of the select board, Advisory committee and capital Budget Committee. Workload is relatively stable, but is subject to monthly, quarterly and annual fluctuations. The positions requires daily interaction with boards and committee members, town departments/employees, vendors and members of the public and possibly the Press. Errors can have serious legal repercussions.

VII. REPORTING RELATIONS - Attach and organizational chart if possible indicating where this job fits in the department's operations.

In accordance with the Bylaw the position is directly responsible to the hiring and appointing authority – The Town Administrator.

The above statement is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE

Town Administrator:

DATE:

Personnel Board

DATE:

COMMENTS:

2/28/24

2/28/24