



## EMPLOYMENT OPPORTUNITY

<b>Title:</b>	<b>Finance Director/Town Accountant</b>
<b>Department:</b>	Accounting & Finance
<b>Appointing Authority:</b>	Town Administrator
<b>Classification:</b>	Exempt (salaried) / Non-Union
<b>Hours:</b>	35 Hours per week
<b>Anticipated Hiring Range:</b>	\$120,000.00 to \$140,000.00
<b>Deadline to apply:</b>	February 8, 2023

### **Position Summary:**

The Finance Director/Town Accountant serves as Town of North Reading Chief Financial Officer and member of the senior leadership team.

The Town seeks a motivated, collaborative, and detail-oriented individual. The Finance Director/Town Accountant, among other functions, analyzes and recommends financial and economic data and trends; analyzes changes in federal, state and local laws and regulations that have an economic impact on the Town; and with an understanding of the short- and long-term goals of the Town, prepares projections, recommendations and reports for the Town Administrator, Select Board, Finance Committee and others relating to financial management strategies, plans, policies and actions of the Town. Recommends improvements to the Town's financial systems to increase efficiency, cut costs and enhance revenues and improvements to the internal financial controls throughout the Town.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree with a major in accounting, finance, or a related field; Master's Degree in accounting, business, public administration, or equivalent degree preferred.

#### **Experience:**

Over seven (7) years of progressively responsible experience in accounting, finance, or related disciplines, including at least three (3) years in government or related field; or an equivalent combination of education and experience including management, supervision, information

technology, workflow analysis and financial control experience with preference given to knowledge of Massachusetts local government or authorities.

**Licenses/Certificates:**

Must possess a valid drivers' license.

**Knowledge, Abilities and Skills:**

Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment as part of the senior leadership team.

Thorough knowledge of principles and practices of municipal accounting, e.g., GAS, GAAP and UMAS, and budgetary functions; considerable knowledge of the organization and operation of town departments and of legal controls over municipal finance; federal, state and local laws.

- Leadership, planning, management, organizational and supervisory skills
- Ability to facilitate change and promote strategic thinking.
- Mediation and conflict resolution skills.
- Ability to analyze and interpret accounting data and to present reports of findings and recommendations.
- Familiarity with automated accounting systems, including MUNIS
- Ability to supervise subordinates in an efficient manner and establish and maintain effective working relationships with other Town employees, board and committee members, state agencies and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively under time constraints to meet deadlines.
- Excellent customer service and public relations skills.
- Analytical and budgetary skills.
- Excellent computer skills; proficient in using Excel spreadsheets.
- Ability to handle confidential information discretely.

**Interested candidates should send a cover letter and resume to  
[jobs2@northreadingma.gov](mailto:jobs2@northreadingma.gov).**

**The Town of North Reading is an Equal Opportunity Employer.**