



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876

## DEPARTMENT OF ADMINISTRATIVE SERVICES

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# JOB POSTING

POSITION AVAILABLE: Finance Director or Town Accountant (Auditor's Office)

QUALIFICATIONS: Candidates for either position perform highly professional, administrative, supervisory and technical work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures, auditing financial records, and state reports. Must have a bachelor's degree in business administration, public administration, finance, accounting, or a related field (Master's Degree preferred for the Finance Director); knowledge of Mass. General Laws governing municipal finance and procedures and have a Massachusetts Certified Government Accountant certification or the willingness to obtain one. Candidate should have a minimum of three to seven (3-7) years of progressive experience in public sector finance three (3) years of which must be at a management level for Finance Director's role.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week (plus occasional night meetings)

SALARY RANGE: Town Accountant \$72,082 – 90,067  
Finance Director \$93,334 – 116,555

BENEFITS: Paid sick leave, vacation; contributory health, dental and life insurance.

POSTING DATES: From: August 10, 2016  
To: Until filled

TYPE OF POSTING: Open

Please send letter of interest/resume with three (3) references to Town Hall, Attention: Human Resources, 1009 Main Street Tewksbury, MA 01876.

The Town of Tewksbury is an affirmative action equal opportunity employer.

**Position Purpose:**

The purpose of this position is to perform professional, administrative, supervisory and technical work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all town funds and auditing financial records and transactions; performs all other related work as required.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)*

- Enters all of the Town's financial transactions into the Town's financial system and generates reports from the program.
- Distributes monthly financial reports to the Board of Selectmen and Finance Committee.
- Attends all sessions of Town Meeting and provides clarification on financial issues in order to assist the Town Meeting in carrying out its responsibilities.
- Responsible for frequent communication with Department Heads regarding their budgets, expenditures and revenues.
- Responsible for state reporting such as the Schedule A, Balance Sheet and balance sheet check list.
- Oversees the Town's adopted Annual Operating Budget.
- Responsible for understanding the accounting for and creating new accounts for grants and donations.
- Responsible for scheduling and coordinating the annual audit. Provides the auditors with financial information and reports needed to complete the annual audit.
- Works with the Town Assessor to compile and submit the Tax Recap to the DOR in order to set the tax rate.
- Responsible for reviewing and monitoring all Town debt.
- Review Weekly Warrants.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

Bachelor's degree in accounting or business administration or related field; Master's Degree preferred; and a minimum of seven years of progressively responsible related experience in public sector finance, three years of which must be at management level; or any equivalent combination of education and experience. Must maintain a Certified Governmental Account designation, from the MA Municipal Auditors and Accountants Association.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of modern municipal fund accounting theory, principles and practices, and of applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, and bookkeeping and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and financial management.

*Ability:* Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to maintain effective working relationships with town officials, departments,

boards/committees, governmental representatives, and the public. Ability to communicate effectively in written and oral form. Ability to multi-task and plan work to meet deadlines. Ability to resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records and prepare reports from such records. Ability to operate standard office equipment.

*Skill:* Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning, and analytical skills.

**Physical Requirements:**

*(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.)*

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

**Supervision:**

*Supervision Scope:* Performs varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel.

*Supervision Received:* Work is performed under the general direction of the Town Manager and in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards with considerable latitude for independent judgment and action.

*Supervision Given:* Provides supervision to Senior Clerk, Assistant Town Accountant, Treasurer/Collector, Assistant Treasurer/Collector and Assessor.

**Job Environment:**

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
- Makes frequent contact with town departments, Board of Selectmen, Finance Committee members, and regulators (Federal Internal Revenue Service, State Department of Revenue). Methods of communication are in person, by telephone, email, and via standard reports.
- Has access to a wide variety of department-related and town-wide confidential information such as bid proposals, collective bargaining, legal issues, personnel records and financial records of the town.
- Errors could result in significant confusion and delay, loss of department services, and have far-reaching town-wide financial repercussions; errors could cause exposure for the town to certain serious legal repercussions.

*(This 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.)*

**Finance Director/Town Accountant  
Town of Tewksbury**

The Town of Tewksbury (pop. 29,669, approximately \$100 million operating budget and \$13.9 million Water and Sewer Enterprise Funds) seeks qualified applicants for the full time position of Finance Director or Town Accountant. The position is appointed by the Town Manager and responsibilities include: maintaining comprehensive financial records; accounting and financial reporting; accounts payable, internal auditing, and compliance with applicable Mass. General Laws, bylaws and town policies; development of financial procedures. Either position requires a bachelor's degree in accounting, business administration, finance or public administration or related field, (Master's Degree preferred for Finance Director's role). Working knowledge of MUNIS software, GASB regulations and certification or working toward certification as a Massachusetts Certified Government Accountant is highly desirable. Candidate must have the ability to attend evening board and committee meetings. Applicants must possess excellent communication and customer service skills.

**Finance Director:** Requires seven (7) years of progressive experience in public sector finance specifically in the area of accounting, three (3) years of which must be at management level. The position is non-union and the salary range is \$93,334 – 116,555.

**Town Accountant:** Requires three to five (3-5) years of progressive experience in public sector finance specifically in the area of accounting, and a minimum of two years of supervisory experience. The position is non-union and the salary range is \$72,082 – 90,067.

Please send letter of interest/resume specifying the position you are applying for, along with three references in confidence to Town Hall, Attn: Human Resources, 1009 Main Street, Tewksbury MA 01876 or email Teresa Belanger at [tbelanger@tewksbury-ma.gov](mailto:tbelanger@tewksbury-ma.gov). Positions open until filled. AA/EOE.