



TOWN OF HANOVER
DEPARTMENT OF MUNICIPAL FINANCE
550 HANOVER STREET
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www.hanover-ma.gov

TO: Bulletin Boards at Town Hall, School Department, Library, DPW and Fire Department

FROM: Troy B.G. Clarkson
Town Manager

DATE: July 17, 2017

NOTICE OF VACANCY

FULL-TIME - FINANCE DIRECTOR/TREASURER COLLECTOR

The Town of Hanover is seeking an experienced Finance Director/Treasurer Collector. The successful candidate will work under the general direction of the Town Manager and will plan, organize, and make recommendations to the Town Manager, Board of Selectmen, Advisory Committee, and the Board of Assessors on matters related to the proper administration of the finances of the Town.

The successful candidate will have the ability to proficiently supervise Department staff to ensure the fluent operations of the Treasurer/Collector, Town Accountant, Assessors and Payroll and Benefits Offices, establishes objectives, delegates authority, and assigns duties and responsibilities to Department staff commensurate with their duties and responsibilities. Determines standards of performance and evaluates employees performance to ensure that the Department is meeting operational objectives; oversee the Treasurer/ Collector Office in reconciling all cash, disbursing funds for payroll and vendor payments, and manage all Town debt and debt instruments on a timely basis; accurately maintain a five year, fiscally sound financial and capital plan for the Town; develop, update, and recommend positions and policies with respect to fiscal management issues and within the Finance Department; responsible for the Annual Budgeting process beginning with the request and guidelines for submission of budget requests, through the consideration of budgets via support of the Advisory Committee, up to the timely issuance of the resulting tax bills. The Treasurer/Collector is responsible for the development of cash management procedures, including forecasting and maximizing cash flow, monitoring receipts and maintaining internal financial control procedures including the reconciliation of all Town funds, receivables, trust funds and State/Federal Grants, on a timely basis; accurately perform analysis of debt capacity; determine long and short-term cash needs for the Town and ensure available funds to meet operating and capital expenditures; take property in lien and returns to owners upon discharge of obligations as necessary and appropriate.

Qualifications: a Bachelor's degree in Accounting, Finance, Business or Public Administration Management or related discipline and five years of municipal experience. Ability to communicate effectively both verbally and in writing, as well as advanced proficiency in Microsoft Excel. Ability to interact effectively with a wide variety of internal and external customers. Extensive knowledge of municipal government and Massachusetts General Laws relating to municipal finance. Must have the ability to be bonded.

The starting rate of pay is commensurate with experience within a salary range of \$95,000 - \$105,000. The deadline for applications is July 31, 2017, or until the position is filled. Please submit a cover letter and a resume to Ann Lee, Executive Assistant, Town of Hanover, 550 Hanover Street, Hanover, Massachusetts 02339 or e-mail: ann.lee@hanover-ma.gov.

The Town of Hanover is an Affirmative Action, Equal Opportunity Employer.

Town of Hanover Job Description

Job Title: Municipal Finance Director/Treasurer Collector
Department: Consolidated Department of Municipal Finance
Reports To: Town Manager
Appointed By: Town Manager
FLSA Status: Exempt
Prepared By: Chelsea Stevens/Ann Lee
Prepared Date: August 2009, revised November 2010, revised July 2017
Approved By: Troy B.G. Clarkson
Approved Date:

SUMMARY

The Finance Director/Treasurer Collector works under the general direction of the Town Manager and shall plan, organize, and make recommendations to the Town Manager, Board of Selectmen, Advisory Committee, and the Board of Assessors on matters related to the proper administration of the finances of the Town. The successful candidate must possess the management and interpersonal skills to effectively lead an established department staff. Responsible for providing accurate financial direction to the Town Accountant, Assistant Assessor/Appraiser, and Payroll and Benefits functions. Additionally the Director of Municipal Finance, acts in an ex-officio capacity, to coordinate and assist the following financial committees: Advisory Committee, Taxation Aid Committee and Trust Fund Commissioners. This Department is provided for under Massachusetts General Laws, Chapter 43-C, Section 11, and the Town By-Laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

- Efficiently monitor and facilitate all aspects of the Town's finances,
- Provide detailed finance assistance to all Town Boards and Committees on a timely basis,
- Participate in the accounting of all receipts and expenditures for the Town and the timely production of financial statements in accordance with Massachusetts General Laws Chapter 41 and applicable Town By-Laws,
- Proficiently supervise Department staff to ensure the fluent operations of the Treasurer/Collector, Town Accountant, Assessor's and Payroll and Benefits Office's, establishes objectives, delegates authority, and assigns duties and responsibilities to Department staff commensurate with their duties and responsibilities. Determines standards of performance and evaluates employees performance to ensure that the Department is meeting operational objectives;
- Oversee the Treasurer/Collector Office in reconciling all cash, disbursing funds for payroll and vendor payments, and manage all Town debt and debt instruments on a timely basis.
- Accurately maintain a five year, fiscally sound financial plan for the Town;
- Accurately manage all financial functions of the Town including maximization of revenues,
- Work with the Town Manager, Advisory Committee, and Board of Selectmen as well as Department Heads in preparing the annual operating budget and Annual Reports;
- Oversee the development of all financial and budgetary reports on a timely basis;
- Develop, update, and recommend positions and policies with respect to fiscal management issues and within the Finance Department
- Oversee all activity with respect to the annual independent audit on a timely basis;
- Interact with Federal and State agencies as required;
- Perform cost allocation studies as necessary;
- Work with the Town Manager to function as the Procurement Officer in overseeing and monitoring Town purchasing and contract procedures;
- Attend evening Advisory Committee meetings to provide information and respond to inquiries;
- Monitor internal control procedures and Town financial operations;
- Monitor audit management letter critique;

- Responsible for the Annual Budgeting process beginning with the request and guidelines for submission of budget requests, through the consideration of budgets via support of the Advisory Committee, up to the timely issuance of the resulting tax bills.
- Develops annual and long range capital programs and budget in conjunction with the Town Manager, coordinating departmental requests with projected revenue sources.
- Maintain current knowledge of profession through attendance at workshops/seminars and participate in state and municipal association educational activities,
- Accurately perform analysis of debt capacity;
- Responsible for the timely deposit of all monies and funds into appropriate investment vehicles as set forth by State Department of Revenue;
- Plan, organize, supervise, and participate in the collection and accounting of all accounts receivable;
- Ensure maximum return and safety on investments in regard to selection of investment vehicles and allocation of funds between various investment options,
- Conduct thorough background checks on potential new banks and other investment vehicles and obtain services of outside professionals as necessary;
- Determine long and short-term cash needs for the Town and ensure available funds to meet operating and capital expenditures;
- Prepare payments for the Town expenses including salaries, wages, and withholdings, pay all accounts payable and other expenses prepared by Town Accountant on a timely basis;
- take property in lien and returns to owners upon discharge of obligations as necessary and appropriate;
- responsible for the timely preparation and submission of necessary reports and documents and reconcile balances with the Town Accountant;
- Monitors the expenditure of all funds, including periodic reporting to the appropriate agencies on the status of accounts;
- The Treasurer/Collector is responsible for the development of cash management procedures, including forecasting and maximizing cash flow, monitoring receipts and maintaining internal financial control procedures including the reconciliation of all Town funds, receivables, trust funds and State/Federal Grants, on a timely basis;
- develop and implement tax collection procedures to ensure the timely collection of all revenue and represent the Town as necessary in the prosecution of delinquent accounts;
- Position responsibilities include the collection of all Town revenue including real estate, personal property and excise taxes, water and sewer bills, and other municipal receipts, tax title administration;
- Management of and oversight of debt and capital plan funds in accordance with Massachusetts and Federal Law.

SUPERVISORY RESPONSIBILITIES

Directly supervises up to fifteen (15) part and full time employees in the Finance Department in accordance with the Town's policies and applicable laws to ensure the Department is meeting operational objectives. Responsibilities include interviewing, hiring, and training employees; assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and successfully resolving problems. Establish goals with subordinate supervisors and determine standards of performance for personnel.

Department Heads and appointing authorities are responsible for disseminating the Town's Sexual Harassment policy to employees under their supervision; informing employees that sexual harassment is prohibited conduct which will not be tolerated or condoned, and that disciplinary action will be taken against any person who engages in sexual harassment; advising employees of their right to complain to one of the Town's Sexual Harassment Complaint Hearing Officers, the Massachusetts Commission Against Discrimination (MCAD), and the U.S. Equal Employment Opportunity Commission (EEOC); informing employees that it is advisable to report conduct which the employee believes to be sexual harassment in a timely manner; and assisting all parties in the complaint resolution process.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have the ability to be Bonded.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A.) from four-year college or university; plus five years related experience in a municipal setting; or equivalent combination of education and experience. Knowledge of GAAP, UMAS and GASB regulations required. Has, or has the ability to be certified as Massachusetts Chief Procurement and Purchasing Official (MCPPO) and maintain certification through required continuing education and training.

COMPUTER SKILLS

To perform this job successfully, an individual must have comprehensive knowledge of Accounting software; Database software; Internet software; Payroll systems; Spreadsheet software and Word Processing software.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

INDEPENDENT ACTION

Responsibilities include establishment of long and short range plans and objectives within the scope of organization-wide policies and established goals.

ACCOUNTABILITY

Duties include responsibility for directing the formulation and implementation of planning at the department level and/or development of recommendations for organization-wide planning.

INTERRELATIONSHIPS

Work involves dealing with personnel from other departments, as well as insureds, agents, vendors, and/or others outside the organization where considerable resourcefulness, discretion, and persuasiveness may be required to obtain the desired results through negotiations or through influencing the decisions of others.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have or obtain, and participate in continuing education to maintain, Massachusetts Treasurer/Collector Certification.

MANUAL SKILLS

Responsibilities require application of manual skills for lengthy portions of time where accuracy is critical.

PHYSICAL DEMANDS

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 regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.