

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title:	Finance Director/Town Accountant
Department:	Accounting & Finance
Appointing Authority:	Town Manager with Select Board Ratification
Affiliation:	Non-Union
Grade:	N-13 plus stipend
Personnel Board Approved:	11/15/04
Personnel Board Revision:	8/15/22

Summary of Duties

Professional, administrative and technical work in the management, direction and monitoring of the municipal financial operations of the Town in accordance with applicable federal and state statutes and Town by-laws, regulations and policies; professional accounting work of a supervisory and participatory nature with responsibility for maintaining financial records in accordance with federal, state, Town and professional standards; coordination of overall budget preparation process; supervision and control over expenditures of all Town funds; functions as chief financial officer and member of the senior leadership team consisting of the Town Manager, Assistant Town Manager/Procurement, Town Counsel, and one or more other Town employees, Serves as liaison to and provides support and guidance to the Finance Committee; and all other related work as required.

Supervision Received

Reports to and works under the general supervision of the Town Manager and under the policy direction, where appropriate, of the Finance Committee.

Performs highly responsible duties of a complex and technical nature, requiring a thorough knowledge of municipal finance laws and regulations and applicable accounting principles and pronouncements and the exercise of broad discretion and considerable judgment and initiative in ensuring that all municipal transactions conform to applicable professional standards, statutes, and Town by-laws and regulations; work involves the ability to interpret and apply statutes, by-laws, regulations, policies, procedures and accounting principles and pronouncements to a wide variety transactions, situations and inquiries, particularly in situations which may not be clearly guided by established precedent or established procedures.

Supervision Exercised

- Accounting Department: Supervises one (1) full-time accounting supervisor, one (1) full-time payroll administrator and one (1) full-time accounts payable administrator.
- Treasury Department: supervises one (1) full time town treasurer, one (1) full time assistant treasurer, and one (1) staff administrator.

- Assessing Department; supervises one (1) town assessor, one (1) full time assistant assessor, and one (1) staff administrator.

Job Environment

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; attends required evening meetings with the Finance Committee, which typically include one or two meetings per week during the annual budget process and preceding annual and special town meetings, and as needed during other times of the year; attends annual and special town meetings; and attends other meetings and forums, day or evening, as necessary.

Operates personal computer and standard office equipment.

Makes regular contact with town employees, including other department heads, members of Town boards and committees, federal and state agencies, Town counsel, bond counsel, bond rating agencies, vendors and the general public; contacts involve requests for financial information, information regarding payment of invoices, guidance on budget related matters, and input and advice on complex financial matters; contacts require considerable judgment, persuasion, strategy, patience, courtesy and discretion and the ability to handle sensitive and confidential information in a professional manner; contact is in person, by telephone, fax, in writing and by e-mail. Close cooperation, coordination and collaboration is required with other Town departments, boards and committees regarding the uncommitted and unexpended balances of funds appropriated for operating and capital expenditures.

Has access to certain Town-wide confidential information which may include, from time to time, legal proceedings, bid proposals, negotiating positions, collective bargaining strategies and plans, in certain instances, personnel records, and other matters discussed in Executive Session of the Select Board, Finance Committee and other boards or committees.

Errors in judgment could result in considerable delay and confusion, could have monetary and/or legal repercussions, could expose the Town to certain legal liabilities and could affect the general public's confidence in the Town's financial position.

In conjunction with the Town Manager, responsible for the management and oversight of the Other Post Employment Benefit Fund,

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.

As Finance Director and member of the senior leadership team, analyzes 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 Manager, 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.

Supervises the activities of the Accounting Department; oversees the maintenance of comprehensive accounting books and records for the Town including the general ledger, detailed expense ledgers and

related documentation; supervises review of all Town expenditures of funds, including the review of vouchers, department bills and payrolls for accuracy and availability of funds, and following such review approves such expenditures for final authorization by the Town Manager and, where appropriate, the Select Board; supervises the operation of the Town's automated accounting system; and, with the Director of Information Technology, evaluates such systems on an ongoing basis and, if appropriate, investigates and recommends replacement where appropriate and economically feasible.

The Finance Director supervises all employees of the Finance Division, which includes the Accounting Department, Assessing Department and Treasury Department, Will establish objectives with the Town Assessor and Town Treasurer and determine appropriate standards of performance and ensure that the Assessing Department and Treasury Department are meeting operational timelines and responsibilities. Additionally the Finance Director will review and enhance when appropriate internal controls and workflows within the Finance Division.

Compiles and submits required financial reports to state and federal agencies; prepares annual statement of fund receipts and disbursements and related balance sheets at the end of each fiscal year for inclusion in Town's Annual Report; and provides assistance to independent auditors during their preparation and audit of the Town's financial statements prepared in accordance with generally accepted accounting standards, including the preparation of the information required by GASB No. 34, and their review of the Town's system of internal controls.

Serves as liaison to the Finance Committee; coordinates the preparation of the overall budget by developing and implementing a schedule that meets the budget deadline dates as outlined in the Town's by-laws; provides financial projections of revenue and expenses and resulting impact on tax rate; provides advice on budget guidelines; and provides financial analysis and input on warrant articles that have a financial component.

In conjunction with the Treasurer/Collector, prepares the Town's debt management plan, including recommendations for bonding, short-term borrowing and self-funding; acts as liaison with bond counsel and bond rating agencies both with respect to providing information on the Town's financial position and promoting the continuation of its AAA bond rating; acts as coordinator between Treasurer / Collector and Assessors for purposes of setting the tax rate; and advises Treasurer / Collector on the investment of Town funds.

Works with Treasurer / Collector, Assessor and Board of Assessors, and Finance Committee in capacity as Finance Director to assist them in upgrading departmental operations. Makes recommendations to the Town Manager concerning financial policies and practices.

Reviews on an ongoing basis all Town revenues and expenses and makes recommendations to Town Administrator, Select Board, Finance Committee, School Committee, other boards and committees and department heads concerning fees, charges, enterprise fund rates and new sources of revenue as well as short- and long-term cost savings opportunities and initiatives.

As a department head and member of the senior leadership team, attends regular department head meetings; attends meetings of other special purpose committees, e.g., land use committee, technology committee, etc., as requested; and maintains contacts with all departments, including the School Department, on financial matters and ways of sharing tasks, improving efficiencies and productivity and reducing costs.

Attends meetings of Finance Committee; Select Board, Audit Committee and other boards and committees as required; and attends Annual and Special Town Meetings.

In conjunction with the with Human Resources Manager and Benefits Manager, evaluates and administers health, life, dental and long term disability insurance programs for the Town, negotiates rates with insurance providers and coordinates flexible spending program with administering agents.

Responsible for the development and implementation of policies and procedures that evaluate and minimize financial risk to the Town.

Maintains current knowledge of municipal finance, government accounting and other related subject areas through peer association, attendance at seminars, and the study and review of literature.

Recommends to the Town Manager the appointment, termination, and discipline, when necessary, of Finance Department employees; supervises, directs, trains, reviews, and establishes work schedules and work assignments for all departmental employees consistent with Town By-laws, policies, procedures and applicable collective bargaining agreements.

Performs other duties as assigned by the Town Manager

Recommended Minimum Qualifications

Education:

Bachelor's Degree with a major in accounting; Master's Degree in business or public administration preferred.

Experience:

Over seven (7) years of progressively responsible accounting and finance experience, including at least three (3) years in the municipal field; or an equivalent combination of education and experience in a local government organization.

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., GASB, 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.

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.

Physical Requirements

Light physical effort required to perform duties under typical office conditions. Frequently required to sit, communicate, and move around the Town Building. Occasionally required to lift and carry heavy books and reports. Vision requirements include the ability to read routine and complex documents and use a personal computer. Regularly uses. Involves travel to meetings and other communities.

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.