

Town of Boxborough, MA

POSITION: Finance Director

DEPARTMENT: Finance and Accounting

FLSA STATUS: Exempt

REPORTS TO: Town Administrator

GENERAL SUMMARY:

The purpose of this position is to oversee all financial activities, reporting on revenue, training accounting staff, budgeting, disbursing funds to departments, managing financial risk, implementing policies, and improving financial processes. The Finance Director is responsible for managing the administrative and supervisory work of maintaining the Town's financial and accounting records.

SUPERVISION SCOPE

Reports to the Town Administrator under the guidance of the Select Board. Works under the administrative direction of the Town Administrator. Responsibilities and duties are performed in accordance with applicable Massachusetts General Laws, including under MGL Ch 41 Sec 55 according to the UMAS method of accounting, Town policies, Town bylaws and relevant state, federal and local regulations, and standards.

SUPERVISION RECEIVED

Works under the general supervision of the Town Administrator, but is allowed latitude in carrying out the fiscal functions in accordance with applicable federal regulations, Massachusetts General Laws and Town bylaws and policies. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards.

SUPERVISION EXERCISED

Supervises and manages the Finance departments (Accounting, Assessing, Treasury/Collections). Supervises intermittent employees performing financial and accounting clerical functions. Establishes department goals and prepares department budget for review/ approval.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains and is responsible for the comprehensive accounting records for the town including cash books, general ledgers for fund accounts; journals, classification ledgers, and records of debts; ensures town compliance with municipal finance laws.
- Informs the Finance team (Treasurer/Collector, Assessor) and any other appropriate boards/committees of all relevant statutory and regulatory changes.
- Coordinates the Town budget process and develops financial reports for the Finance Committee and the Select Board.
- Advises Town departments in their day-to-day financial administration.
- Reconciles the cash accounts with the Treasurer monthly and the receivables with the Tax Collector quarterly.

- Manages the activities of the Town Accountant's office; prepares and manages the annual department budget; assists other departments as a financial and accounting advisor; advises the Select Board and Finance Committee on financial matters.
- Monitors the expenditures of all Town funds by overseeing the examination of departmental bills payable and payroll vouchers for accuracy and availability of funds before payment by the Treasurer; prepares the warrants for payroll and accounts payable for signature by the Select Board; prepares and maintains documentation for all journal entries.
- Prepares monthly reports of appropriation and expenditure balances for Town Administrator and Town departments, boards and commissions; advises officials as to the legality of expenditures; maintains original copy of all contracts entered into by the Town and oversees the compliance with bidding requirements.
- Compiles and submits required reports to state and federal agencies including the year end comprehensive financial statements; including the Schedule A for the Massachusetts Department of Revenue (DOR); assists the Assessor in setting the Town tax rate; responsible for Free Cash certification; prepares annual statement of disbursements and receipts; prepares balance sheets at end of fiscal year; prepares annual statement of outstanding debt; manages the annual departmental audit.
- Maintains knowledge of Town Bylaws, town policies and procedures and Mass General Law's. Keeps abreast of current legislation and changes in the profession which may affect the Town operations. Investigates alternatives or improvements in management of administrative/accounting and information flows.
- Ensures the Town's timely reporting to the DOR in accordance with all requirements of the DOR municipal calendar. Ascertains that all necessary audit recommendations are addressed and are carried out.
- Works with the Town Administrator in implementing, controlling and maintaining accounting, fixed asset and purchase order systems and controls within the Town.
- Develops special management reports, develops various spreadsheets, performing data input, calculations and reorganization of data, and coordinates projects for the Town Administrator.
- Maintains coordination with the software vendors regarding information about accounting, fixed asset and purchase order software.
- In cooperation with the Town Treasurer assures that eligible participants are covered under the Town's insurance programs for its employees and that the employees' contributions are withheld from designated payrolls.
- Develops, coordinates and maintains the Fixed Asset accounting records for all town departments.
- Works with the Finance Committee or other town board and commissions in an advisory capacity. Upon request, reports to the Select Board and Finance Committee concerning all financial conditions of the town.
- Performs other work as required or assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples 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.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in accounting, finance or public or business administration preferred and five years of responsible experience in business administration or financial management or municipal environment involved in administrative position; municipal accounting experience preferred, particularly in Massachusetts. Successful passing of UMAS certification exam for Town Accountants required within three years of employment. CPA would be a plus, or any equivalent combination of education and experience.

Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be allowed.

LICENSES/CERTIFICATES

Successful passing of UMAS certification exam for Town Accountants required within the mutually agreed period of employment.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Thorough knowledge of municipal accounting, fund accounting and of the applicable provisions of the Federal and Massachusetts General Laws. Knowledge of the standard principles, procedures, records, and forms related to computerized accounting systems. Thorough knowledge of UMAS and computer software including databases, spreadsheets, and financial packages.

Ability: Ability to communicate effectively both verbally and in writing. Ability to maintain financial records and to provide information and prepare reports from such records, especially computer reports. Ability to identify and analyze issues and to develop appropriate recommendations to the supervisor. Ability to perform detailed work accurately. Ability to interact effectively with all individuals. Ability and willingness to learn UMAS accounting, GAAP, and GASB.

Skill: Specialized skills in utilizing a variety of computer and accounting software systems. Skill in VADAR accounting system preferred. Excellent computer skills in utilizing personal computers. Skill in utilizing Microsoft Office Suite or Google Workspace.

TOOLS AND EQUIPMENT USED

VADAR, Microsoft Office Suite/Google Workspace, Paychex, social media applications, other online finance/accounting software, and other computer software as needed to perform the tasks above.

PHYSICAL REQUIREMENTS

This is an office-based job in a dynamic municipal office. Minimum physical effort is generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to handle or feel objects, tools, and controls and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

WORK ENVIRONMENT

Work is performed predominately indoors in a traditional office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Recommended: March 7, 2025

Revised: May 6, 2025

Approved (Name): Personnel Board

Approved (Date): July 8, 2025