

**Town of Brewster, Massachusetts  
Job Description**

<b>Position Title:</b>	Finance Director/Town Accountant	<b>Grade Level:</b>	Bylaw, VI
<b>Department</b>	Finance	<b>Date:</b>	2013
<b>Reports to:</b>	Town Administrator	<b>FLSA Status</b>	Exempt

**Statement of Duties:** Position plans, directs, coordinates, implements and monitors all fiscal and administrative activities of the Town’s financial division, which include the Accounting, Assessing, Treasury/Investments, Collections and Municipal Information Technology Departments; professional accounting work with the responsibility of ensuring proper preparation of all financial transactions, maintenance of accurate financial records, controlling expenditures of all town funds and coordinating all financial systems and computer operations; keeps Town Administrator apprised of important financial issues; all other related work as required. The employee is required to perform all similar or related duties.

**Supervision Required:** Under the administrative direction of the Town Administrator, the employee works from municipal policies and objectives as well as pertinent local bylaws, as well as State and Federal laws and regulations; individual establishes short and long-range plans and objectives for a major department of the Town; establishes department-wide performance standards and assumes direct accountability for department-wide results. Consults with the Town Administrator where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of Department-wide policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of programs accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for the effective use of funds and staff provided; coordinates program efforts within the Department and with other town departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending the hiring, disciplining and training of employees.

Employee provides direct supervision of four (4) full-time employees who work at the same place and the same work shift. Work operations are subject to substantial cyclical or seasonal fluctuations in work procedures that can be planned for in advance.

**Confidentiality:** The employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files, department records, payroll database, criminal records/investigations, collective bargaining information, client records, and law suits, in

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accordance with the State Public Records law.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in missed deadlines, labor/material costs, adverse public relations, monetary loss, jeopardize programs and legal repercussions to the Town of Brewster.

**Judgment:** Guidelines provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, state statutes or directives that pertain to the provision of town financial services. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of employing many different concepts, theories, principles, techniques and practices relating to the field of municipal finance. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria to improve the effectiveness of department operations and employee performance.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours in order to attend evening meetings such as Town Meeting, Finance Committee or the Board of Selectmen.

**Nature and Purpose of Public Contact:** Relationships are constantly with co-workers, the public, news media, peers from other organizations, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Occupational Risk:** Risk exposure is similar to that found in a municipal office setting.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Provides administrative supervision to the Accounting, Assessing, Treasury, Investments, Collections, and Municipal Information Technology Departments.

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Coordinates budgeting and procurement functions for all departments. Provides guidance, policy/process coordination and support to all employees within the Financial Departments.

Serves as staff liaison to the Capital Planning Committee and the Board of Selectmen, which involves advising them on financial matters, providing them with background information and reports and providing them with administrative support. Attends related meetings. Provides ongoing maintenance of Capital Plan and plan documents.

Assists the Town Administrator and the Board of Selectmen with the preparation of the budget. Performs budget management and analysis functions. Provides periodic reports showing appropriation expenditures and balances. Makes recommendations for corrective actions.

Oversees the maintenance of comprehensive accounting records for the Town including cash sheets, general ledgers for fund accounts; journals, classification ledgers and records of debt; ensures Town compliance with municipal finance laws.

Supervises expenditures of all Town and Elementary School funds; examines department bills and approves payrolls for accuracy and availability of funds before payment by the Treasurer.

Compiles and submits required reports to state and federal agencies; prepares annual statement of disbursements and receipts; prepares monthly and annual balance sheets; prepares annual statement of outstanding debt; assists in the annual departmental audit.

Certifies and maintains records of Town contracts; manages and plans finances; conducts internal audits; prepares and manages department and budgets.

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

Works with the Municipal Information Technology Director to: oversee the operation of Town computer systems; ensure preventative services and the necessary repairs and replacements; advise individual departments of the best program; ensure the capability and compatibility of computer systems; insure that personnel are trained on computers; ensure daily logs of operations are maintained; ensure service calls are tracked; ensure purchases of computers and supplies are coordinated; ensure departmental back-ups are maintained and duplicates are stored safely; ensures emergency situations are dealt with quickly and efficiently.

Performs a variety of complex and highly responsible professional, administrative and supervisory duties, requiring considerable judgment, initiative and ethics in ensuring the smooth operation of the Town's financial departments. Ensures all municipal transactions conform to law and to sound professional and municipal accounting practice.

Oversees the allocation, disbursement and expenditure of all town and school funds; reviews and analyzes all revenues and expenses; responsible for monthly balancing of all receivables,

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revenues, and expenditures for Treasury, Tax Collector, Water, and School Departments; reconciles financial records with town departments.

Certifies and maintains bid documents, contracts, and the availability of funds; ensures compliance with municipal finance laws, including MGL c. 30B, GASB procedures, funding requirements under the Education Reform Act and prevailing wage laws.

Prepares the annual budget; leads the Town's financial team and provides technical support to the Town Administrator and department heads regarding financial matters; implements Town Meeting votes.

Maintains financial control of the Town budget; develops and implements the Town's accounting system and procedures; responsible for setting up new accounts, account structure, and account coding.

Responsible for financial forecasting, including payroll projections and union contract guidelines.

Maintains comprehensive accurate accounting records for the Town, including cash sheets, general ledgers for fund accounts, journals, classification ledgers, and debt records.

Responsible for completing and submitting required reports to state and federal agencies; prepares annual statement of disbursements and receipts; prepares monthly and annual departmental audit.

Responsible for the preparation and submission of the Tax Recap Form to the State Department of Revenue.

Required to attend training programs to maintain knowledge of state and federal laws and regulations pertaining to municipal finance and accounting and to maintain required certifications.

Participates in public forums on behalf of the Town of Brewster and provides support to the Town Administrator, Board of Selectmen, Town boards/committees, Town departments and the public as requested.

**Recommended Minimum Qualifications:**

**Education and Experience:** Master's Degree in Finance or Accounting or a related field or a specialized, master craftsman level of municipal finance; more than ten (10) years related work experience preferably in a municipal setting with at least five (5) years in a supervisory level; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Massachusetts Governmental Accounting certification is required.

**Knowledge, Abilities and Skill**

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**Knowledge:** Thorough knowledge of the principles and practices of government accounting (GAAP and GASB) and Massachusetts General Laws, AAP and GASB. Knowledge of the state laws and regulations pertaining to municipal finance and the procurement of materials, equipment or services; working knowledge of computer software applications in support of accounting and financial management functions. Knowledge of Town government operations as well as pertinent County, State, and Federal agencies. Knowledge of municipal budgeting techniques and practices as well as local, state and federal regulations and/or laws pertaining to local government financial operations. Working knowledge of technology applications pertaining to municipal finance including the Internet and web site technology in support of financial operations.

**Abilities:** Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with Town officials and governmental representatives; ability to persuade others in a diplomatic manner. Ability to work with disgruntled members of the public and Town employees.

**Skill:** Proficient skill in working with numbers in an accurate and detailed manner; excellent analytical, oral, and written communication skills; must have excellent computer skills including demonstrated skill in use of business and municipal financial software applications. Effective supervisory and interpersonal skills working with employees as well as local, state and federal officials.

**Physical and Mental 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 position's essential functions.*

**Physical Demands:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is occasionally required to lift objects such as books, office equipment, and paper.

**Motor Skills:** Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer or other office equipment.

**Visual Demands:** Position requires the employee to constantly read documents, computer screens, and reports for understanding and analytical purposes. The employee is not required to determine color differences.