

Position Purpose:

This position performs a range of fiscal functions associated with the overall financial performance of the Town of Harvard including professional, administrative, and technical work in directing operations of the Finance Department, including school financial matters. May serve as the Town Accountant. Performs functions typically performed by a School Business Manager in accordance with a Memorandum of Understanding between the Board of Selectmen and School Committee. Performs all similar or related duties.

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.)

- Accountable for organizing, directing and providing administrative direction for Department. Coordinates all financial services and activities including but not limited to accounting, treasury, collections, assessing, data processing, purchasing, personnel payroll/benefits and school accounting/records. Ensures that each is operating efficiently, effectively and in accordance with applicable statute, bylaw, code and/or accepted practice.
- Develops a professional organizational structure for the Department. Establishes objectives, delegates authority, and assigns duties and responsibilities to members of the Department commensurate with their duties and responsibilities. Determines standards of performance and evaluates subordinates' performance to ensure that the Department is meeting operational objectives.
- Plans and supervises the training of subordinates. Develops and/or adopts new techniques to improve effectiveness of the Department. Promulgates and issues policies, procedures, and direction, written and oral, covering all departmental functions not inconsistent with his/her powers, duties and responsibilities.
- Responsible for the preparation and justification of annual departmental budget. Responsible for the requisition, purchase, and maintenance of equipment and supplies.
- Submits an annual report to the appointing authority outlining the activities of the Department. Supervises the maintenance of all records and accounts. Submits all reports required by State, County and Federal entities.
- Provides information and works with Town boards on financial matters. Responsible for both strategic and short-range financial planning, including revenue and cost projections for budget planning in coordination with the Town Administrator's office. Coordinates the annual budget process for the Town. Attends meetings of the Finance Committee, serving as advisor and resource. Attends meetings of the School Committee and Board of Selectmen as needed or requested.
- Performs all duties required of subordinates when necessary. Performs related duties as required, including other matters as may be determined from time to time by the Town Administrator and the Superintendent of Schools.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in Finance, Business Administration, Public Administration or related field. A Master's Degree in these areas is highly desirable. At least seven years of increasingly responsible experience in financial management, including significant experience in school business management, budgeting, staff supervision, and strategic financial planning. Public sector experience is highly desirable. A combination of education and experience which indicates the ability to perform the duties assigned to this position may be considered. Certification as a School Business Manager preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge of the principles and practices of municipal finance as well as the relationship between funding sources, fiscal policies and short and long-term financing instruments. Working knowledge of utility billing operations, policies, and procedures as well as financial budget management and office functions. Knowledge of technology including the application of office software (word processing, database management, crystal reporting, and spreadsheet applications) as well as the use of the internet in support of Department operations. Thorough understanding of the State's procurement law.

Ability: Ability to analyze and interpret financial data and to present findings clearly and effectively in written and oral form. Ability to maintain effective working relationships with town officials, departments, boards/committees, governmental representatives, and the public. Ability to multi-task and plan work to meet deadlines, while retaining attention to detail and accuracy. Ability to work independently and be self-motivated. Ability to deal effectively with disgruntled members of the public. Ability to conduct independent research and to analyze information in support of short and long-term financial planning for the Town.

Skill: Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent analytical, spreadsheet and database skills. Excellent organizational, planning, and analytical skills. Effective customer service skills; proficient written and oral communication 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.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. Must be able to communicate written and verbally. Vision and hearing at or correctable to normal ranges.

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 staff.

Supervision Received: Work is performed under the general direction of the Town Administrator with considerable latitude for independent judgment and action.

Supervision Given: Direct supervisor of Treasurer/Collector. Shared supervision of Assistant Assessor and Assistant Town Clerk/Accounting Clerk.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate.
- Operates computer, telephone, facsimile machine, copier, calculator, and other standard office equipment.
- Makes frequent contact with Town departments, and vendors. Methods of communication are in person, by telephone, email, and via standard reports.
- Has access to a wide variety of department-related confidential records and information.
- Errors could result in significant delay and loss of department services, and have financial and/or 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.)