



CITY OF PEABODY
HUMAN RESOURCES DEPARTMENT
CITY HALL, 24 LOWELL STREET, PEABODY,
MA 01960

Phone: (978) 538-5722/5721

KAREN BUDROW
Human Resources Director
KAREN MEAGHER
Benefits Manager
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Human Resources Aide

Date: 7/23/15

EMPLOYMENT OPPORTUNITY

DIRECTOR OF FINANCE and ADMINISTRATION
Salary Range of \$98,000 to \$108,000 DOQ

Summary:

Under the Direction of the Mayor of the City, the position requires extensive knowledge of Massachusetts Finance Laws, Municipal Accounting and GAAP and GASB Regulations. The Director of Finance is responsible for planning, directing and overseeing financial operations of the City including Budget Management, Capital Improvements and Debt Management.

Essential Duties and Responsibilities:

Provide administrative direction, coordination and supervisory jurisdiction for Auditing, Collections, Treasury, Assessing, Purchasing, and Information Technology. Serves as ex-officio member to the Peabody Contributory Retirement System.

Oversee the administration of City financial management systems including general ledger, accounts payable, accounts receivable, property appraisal software, water & sewer billing, permitting software and point of sale systems.

Under the direction of the Mayor, oversee and coordinate the overall development of the City's Annual Operating Budget and 5 Year Capital Improvement Plans. Prepare Budget documents and presentation material for City Council Public Hearings.

Responsible for the development of financial projections, forecasting strategies and recommendations on financial policies to Mayor and City Council. Attend all Finance Committee Meetings.

Under the direction of the Mayor, oversee, coordinate and prepare recommendations and supporting documents for the Annual Tax Rate Classification Hearing.

Oversee and administer debt service program including working with Financial Advisors, Finance Committee, Bond Counsel and Credit Rating Agencies. Plan, design and manage maturity schedules for long term bonds. Prepare loan orders and supporting documentation. Prepare offering statements, credit rating presentations and debt management reports. Prepare and update Debt Service Schedules.

Oversee and administer processing of biweekly payroll for 1200+ employees including schools. Manage and perform global wage and deduction changes; serves as point of contact with payroll vendor.

Oversee and administer procurement and reporting for employer's sponsored benefit plans for health and life insurance.

Oversee and administer the City's self-insured Worker's Compensation Program utilizing a third party administrator.

Perform special projects and other related duties as required or directed.

Supervisory Responsibilities:

Provide direct supervision to all staff within the Finance Department. Direct supervision for one support staff member. Responsible for the overall direction and coordination of all financial matters. Carries out supervisory responsibilities in accordance with the City's policies and application laws. Responsibilities include interviewing, training employees, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Skills:

- Expert knowledge of municipal financial management and related laws and regulations.
- Expert knowledge of financial software applications for accounting, receivables and payroll.
- Expert knowledge of Microsoft products including Excel, Word and PowerPoint.
- Excellent organizational, planning, decision-making and multi-tasking skills. Ability to prioritize multiple and competing tasks and work well under time pressures.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations and legal documents.
- Ability to effectively evaluate and respond to common inquiries or complaints.
- Ability to write business correspondence and financial reports.
- Ability to effectively communicate, present complex financial information clearly and respond to questions from groups of managers, public officials and constituents.
- Ability to work with and apply mathematical concepts including time value of money, fractions, percentages, ratios and statistical inferences.
- Ability to define problems, collect data, establish facts and draw valid conclusions.

Qualifications:

The Director of Finance and Administration shall have a Bachelor's Degree and not less than three year's full time experience in municipal government or governmental accounts. However, a license to practice as a certified public accountant may be substituted for the experience equivalent. (Sec 11-93 - Code of City of Peabody).

Master's degree or equivalent knowledge with four to ten years related experience strongly preferred.

Physical Demands:

The physical demands 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 walk, stand, sit, talk and hear; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands or arms as in picking up paper, files or other common office objects. Employee may lift and/or move objects up to ten (10) pounds such as books, equipment or supplies. Work requires extended periods of sitting, reaching, typing and mousing, which requires eye-hand coordination and finger dexterity.

Work Environment:

Office setting; the work environment is primarily in office settings and representative of those activities an employee encounters performing the essential functions of this job. The noise level in the work environment is usually quiet.

Qualified applicants send resume and cover letter by 8/7/15 to Director of Human Resources, 24 Lowell St., Peabody, MA 01960; email cathy.trombley@peabody-ma.gov; fax 978-538-5982. The City is an EOE.