



# MARLBOROUGH

## MASSACHUSETTS

### Comptroller/Treasurer

Marlborough, MA (39,818 pop.) – Centrally located near the intersection of Routes 495, 290, 20 and the Massachusetts Turnpike, Marlborough is known for its strong public schools, thriving and diverse community, and economic opportunity for all.

**Community.** Marlborough still retains the tree-covered ridges and idyllic ponds from its early days as a Native American and Colonial settlement and has numerous conservation lands and trails for residents and visitors to explore.

#### Important Links

- [Town of Marlborough](#)
- [Financial Information](#)
- [FY19 Budget](#)
- [S&P Global Ratings Report](#)
- [Pension Liability](#)
- [Financial & Investment Policies](#)
- [Capital Improvement Plan FY19-FY23](#)
- [Management Letter \(FYE 2017\)](#)
- [Marlborough Economic Development Corporation](#)
- [Treasurer's Office](#)
- [Comptroller's Office](#)

Home to the New England Sports Center, the largest skating rink complex in North America, and Fore Kicks, Marlborough has amenities for all families. The community is proud of its heritage and active cultural scene, which includes the annual Labor Day Parade, Farmers Market, and Horribles Parade at Halloween.

Marlborough has been known as a regional economic powerhouse throughout its history. In 1836, Samuel Boyd, known as the “father of the city” opened the city’s first shoe manufacturing business followed by the Frye Boot Company in 1863. By 1890 Marlborough was a major shoe manufacturing center, producing footwear for Union soldiers and local citizens, and continued that way into the 1970’s with the founding of the Rockport Company. Manufacturing gave way to high technology and other specialized industries with the construction of major transportation routes, allowing easy access from all over New England.

Today, leading companies such as Boston Scientific, GE Healthcare Life Sciences, and Hologic call Marlborough home. TJX, Dow Chemical, IPG Photonics, Quest Diagnostics, and Whole Foods, among others, combine to have thousands of employees in Marlborough, providing ample economic opportunities for Marlborough residents.



**Government.** Under the city’s Plan B Charter, Marlborough is led by a Mayor and an 11-member City Council. Seven councilors are individually elected from each of seven wards with the remaining four councilors elected at-large. One councilor is elected bi-annually to serve as City Council President. Mayor Arthur Vigeant has served as Mayor since 2012. Several members of the City Council have served multiple terms.

**Finances.** Marlborough has a total FY20 budget of approximately \$170 million. In May 2019, Standard & Poor’s upgraded the City’s bond rating to a [AAA bond rating](#), citing its very strong budgetary flexibility, very strong economy, large and growing tax base, very strong management conditions, strong financial policies, and a diverse socioeconomic profile.

Marlborough’s current financial position is very strong. The FY20 Free Cash was \$13.3 million with a stabilization account of \$15.2 million. The City has begun to fund OPEB liability and has adopted policies which include 10 percent of Free Cash being transferred to OPEB and another 10 percent transferred to stabilization. Marlborough has a long tradition of being financially sound. It currently has an excess levy capacity of \$35 million. The average single-family tax bill is \$5,444. The City has been able to maintain yearly increases to less than 3 percent.

**Comptroller/Treasurer Position.** Marlborough is currently seeking a Comptroller/Treasurer. The position serves as the Chief Financial Officer of the City with the purpose of maintaining the City's financial well-being and stability in concert with the Mayor and to manage the City's financial operations. The work includes overseeing the City's investments and cash management activities, managing all City debt service functions, participating in the bond issuance process as well as overseeing the City-wide payroll system and setting the tax rate. The position acts as the City’s problem solver for financial issues.

The Comptroller/Treasurer oversees the Payroll Department. The City has a long-term City Auditor, appointed by the Mayor. The City Auditor is a solid team player and traditionally works well with the Comptroller/Treasurer. There is also a long-term Information Technology Director who assists with the implementation of MUNIS.

POSITIONS	
Comptroller’s Office	Assessor’s Office
Comptroller/Treasurer	Head Clerk
Finance Assistant	Senior Clerk
Payroll Coordinator	Outsourced Assessor – 2 Part Time
Payroll Assistant - Open	Collector’s Office
Mail Clerk – Half Time	Collector
	Head Clerk
	Senior Clerk – 2 Full Time

**Annual Salary.** \$116,253 - \$130,919. The successful candidate will receive a competitive compensation package including health and defined benefit plans, commensurate with qualifications and experience and an annual 2% COLA increase effective July 1, 2020.

## Challenges and Opportunities

**Long-Term Projects.** The challenge for Marlborough is addressing the financial impacts of long-term capital projects. A new \$56.4 million elementary school is being built along with a \$23.7 million renovation/expansion of the library. An anticipated new fire station will likely need to be built in the near future. Incorporating the debt payments into the typical less than 3 percent yearly tax increases is expected to be a challenge in future years.

**Staff Development.** Staff should be provided development resources and mentoring for continued improvement in overall base of knowledge and to obtain operational efficiencies.

### The Ideal Candidate

- Bachelor's degree in accounting or finance; 10 years of progressively responsible municipal accounting/finance/auditing/budgeting experience; or any equivalent combination of education and experience. MBA a plus.
- Ability to obtain certification as a Massachusetts Municipal Treasurer within 12 to 18 months of appointment.
- Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance.
- Thorough knowledge of computer applications for accounting and financial management, including functional knowledge of municipal finance software, preferably MUNIS.
- Comprehensive knowledge of GAAP and the UMAS also preferred.
- Ability to establish and maintain effective working relationships with subordinates, City officials, members of the banking community, governmental representatives, and the general public.
- Ability to analyze and interpret financial data and to present findings clearly.
- Ability to communicate effectively in written and oral form.
- Ability to manage several projects at one time.
- Ability to supervise and lead teams effectively.
- Skill in computers and appropriate software applications.
- Aptitude for numbers and details.
- Excellent organizational skills.
- Skill in all the above-listed tools and equipment.





## How To Apply

The initial review of applicants will occur on February 7, 2020. The position will remain open until filled. Send cover letters and résumés via email, in a single PDF, to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: Marlborough Comptroller/Treasurer Search**

Questions regarding the position should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
[Blynch@communityparadigm.com](mailto:Blynch@communityparadigm.com)  
978-621-6733

The City of Marlborough is an Equal Opportunity Employer.

