

Finance Director/Treasurer-Collector



Position Statement

Dover, MA (6,300 pop.), is a beautiful small town located about 15 miles from downtown Boston in Norfolk County. A predominantly residential town, Dover provides a peaceful rural setting with many scenic roads. Its residents strongly support the protection and acquisition of open space to maintain the country-like feel. There are miles of shady trails and woods for walking, cross-country skiing, birding, and horseback riding as well as access to the Charles River. The Town has a Moody's rating of Aaa, strong finances, and healthy reserves. Dover is led by a three-member Board of Selectmen with a Town Administrator serving as Chief Administrative Officer, has an open Town Meeting form of government, and a FY25 budget of approximately \$44.4 million.

To serve as the Town's first Finance Director/Treasurer-Collector, Dover is seeking a skilled and experienced municipal finance professional. The position is appointed by the Board of Selectmen and reports to the Town Administrator. The Finance Director/Treasurer-Collector serves as a member of the senior management team and is responsible for overseeing all Accounting and Treasury & Collection operations, including providing complex professional, administrative, supervisory, and technical accounting and finance duties. A master's degree in business administration, public administration, accounting, finance, or related field is preferred but not required (or a bachelor's degree with experience required of a master's degree-type position). Candidates should have expert knowledge of municipal financial management and of related laws, bylaws, and regulations. The position requires a minimum of 7-10 years of progressively responsible experience in government, non-profit management, or related areas, including management, supervision, government accounting, and financial control experience. Experience in working with the public and a strong commitment to public service is desired.

Annual Salary: \$120,616 - \$163,484, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. *The Town of Dover is an Affirmative Action/Equal Opportunity Employer.*

Important Links:

- [Town of Dover](#)
- [Town Code](#)
- [Town Organization Chart](#)
- [Treasurer/Collector](#)
- [Accountant](#)
- [Assessor](#)
- [Moody's Issuer Comment 2023](#)
- [2023 Dover Town Report](#)
- [Town Budget & Finances](#)
- [FY25 Budget](#)



Position Details

Responsibilities

The Finance Director/Treasurer-Collector, who reports to the Town Administrator, provides strategic management of the Town's municipal finances and serves as a member of the senior management team. The Finance Director/Treasurer-Collector serves as financial advisor to the Town Administrator and Board of Selectmen regarding financial forecasting strategies, plans, and management; provides administrative direction and coordination for accounting, revenue collection, investments and debt service, and interprets and administers federal, state, and local laws, regulations, and policies relevant to municipal financial management. Among this position's myriad responsibilities are:

- Collection of all taxes due to the Town; receipt, depositing and investing of all Town monies; overseeing, investing and dispersing of all Town funds.
- Oversee payroll and deductions for current and retired employees.
- Perform all borrowing, tracking, and repayment of notes and bonds.
- Oversee unemployment insurance claims.
- Assist Town Administrator in compiling the Town's capital and operating budgets; prepare revenue projections for the coming fiscal year as part of the budgeting process.
- Serve as the Town's representative to the Norfolk County Retirement System and as Trustee of the Town's OPEB Trust Account.

Staffing

The Treasurer/Collector's Office is staffed by the Finance Director/Treasurer-Collector, the Assistant Treasurer-Collector and the Payroll and Collections Coordinator, and the Town Accountant's office is staffed by the Town Accountant, Assistant Town Accountant and Accounting Assistant. The Town of Dover uses the VADAR GL accounting application and Harpers payroll application systems. The new Finance Director/Treasurer-Collector will utilize and manage independent consultants to assist with the transition to this position.

Finances

Dover is in a sound financial position and has a Moody's rating of Aaa. Dover does not have a diversified tax base as approximately 81% of the Town's revenue comes from the tax levy, according to the Department of Revenue's Division of Local Services. The Town has an FY25 annual operating budget of approximately \$44.4 million. New growth value in FY24 is \$35.06 million with the vast majority (\$31.4 million) of that growth in residential value and approximately \$3.6 million in personal property value. The total assessed value of Dover properties in FY24 is \$3.46 billion. Certified free cash for FY24 is nearly \$9.6 million. The average single-family tax bill in FY24 is \$17,525. The FY24 tax rate is \$10.96. Dover is primarily a residential community and approximately 97% of properties are either residential or open space. The Finance Director/Treasurer-Collector must have superior financial acumen and the ability to provide strategic management of Dover's finances and budgeting.





Minimum Qualifications

- Master's degree in business administration, public administration, accounting, finance, or a related field is preferred (or bachelor's degree with experienced required of a master's degree-type position).
- Requires minimum of 7-10 years of progressively responsible experience in government, non-profit management, or related areas, including management, supervision, government accounting, and financial control experience. Within the 7 years, a minimum of 5 years of finance experience is required in functions such as accounting, computer systems accounting, banking, business collections, or finance. At least 2 years of managerial or supervisory experience of three or more accounting or business office setting staff is required.
- Experience in working with the public and a strong commitment to public service is desired.
- General knowledge of municipal accounting laws and regulations, accounting and auditing principles, practices and policies.
- Thorough knowledge of Generally Accepted Accounting Principles, promulgation's of UMAS, GASB, and GAAP accounting standards and application Mass. General Laws, regarding finance, insurance, and procurement; knowledge of municipal budgetary functions; knowledge of financial software applications; thorough knowledge of the operations of town departments. Knowledge of federal, state, and municipal laws and procedures relating to the function of a Mass. Treasurer/Collector's office, including cash and debt management and the collection of all taxes due to the Town; knowledge of municipal accounting, collection work, payroll, personnel, and borrowing and investing functions.
- Certification as a Treasurer/Collectors by the Massachusetts Treasurer/ Collectors Association is expected within 3 years of appointment.
- Ability to be bonded is required.

Initiatives

- *Develop the position of Finance Director and build upon the work done by independent consultants in the finance area. During the transition into this position the consultants will be available to assist as needed.*
- *Conduct a comprehensive review of all finance-related institutions/ vendors, reviewing coordination in investment strategies, bonding, financial management systems, etc.*
- *Interface with all finance-related functions, such as Human Resources, Assessing, and Information Technology.*



How To Apply

Position is open until filled. For a guaranteed review of application materials, send cover letter and résumé via email, in a single PDF, in confidence, by 3:00 p.m. EST, October 11, 2024, to:

Apply@communityparadigm.com

Subject: Dover Finance

Any questions regarding the position or application process should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
BLynch@communityparadigm.com

The Town of Dover, MA, is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, national or ethnic origin, ancestry, physical or mental disability, age, marital or veteran status, sexual orientation, or other protected status. This position is exempt under the Fair Labor Standards Act.

