

# WRENTHAM, MA

## Director of Finance/Treasurer-Collector

### Position Statement



### Summary

Wrentham is seeking an experienced municipal finance leader to serve as its next Director of Finance/Treasurer-Collector. The position is appointed by and reports to the Town Administrator, and is responsible for coordination of all financial activities of the Town, development of financial policies and practices, disbursements, revenue operations, investments and management of all Town funds, maintenance of municipal accounting systems, financial forecasting, financial reporting and internal control procedures, and compliance with applicable legal/contractual obligations. The Finance Department includes the divisions of Town Accountant, Treasurer and Tax Collector. The Director of Finance/Treasurer-Collector also has a significant presence with the Assessing division and in setting the tax rate. The Director of Finance/Treasurer-Collector is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Position requires strong leadership, management, communication, analytical, and supervisory skills.

## The Community

The Town of [Wrentham](#) is a thriving, active community of approximately 12,000 residents located in southeastern Massachusetts, approximately 30 miles southwest of Boston and 30 miles north of Providence, Rhode Island. It is a quintessential New England town with an active downtown, beautiful open spaces, and a welcoming atmosphere. Wrentham has a tradition of professional and highly responsive government service with strong citizen engagement.

Wrentham, which is part of Norfolk County, was incorporated in 1673. The Town is bordered by Norfolk on the north, Foxborough on the east, Plainville and Cumberland, Rhode Island, on the south, Bellingham on the southwest, and Franklin on the west. Wrentham's 22.9 square miles is primarily land, with approximately 3.14 percent water.



Wrentham, which is considered a very desirable community in Massachusetts, has a vast and diverse set of businesses, including Lake Pearl Wrentham and New England's largest outdoor outlet shopping center, the Wrentham Village Premium Outlets, featuring more than 170 brand name stores in one location. Wrentham has a median household income of \$126,613. While the Town's population is largely financially prosperous, according to U.S. Census statistics, there is a small percentage of residents who fall below the poverty line and face economic challenges.

Wrentham has a \$2.47 billion tax base, approximately 80% of which is residential and about 15% commercial. New growth is approximately \$1.25 million for FY21, according to the Massachusetts Department of Revenue's Division of Local Services. The FY21 tax rate for residential properties is \$14.07 per thousand of the property's assessed value and \$17.42 for commercial, industrial, and person properties.

## Government

Wrentham's government includes a five-member [Board of Selectmen](#) with members elected to staggered three-year terms. The Wrentham Board of Selectmen functions as the chief policy-making body of the Town. The Board of Selectmen appoints the [Town Administrator](#) who is a strong manager and is responsible for overseeing all administrative functions of the Town and managing the day-to-day activities of the organization. The Director of Finance/Treasurer-Collector reports to the Town Administrator.

An elected five-member [School Committee](#) oversees the policies and budget of the Wrentham Elementary School District. The [King Philip Regional School District](#) serves students at the secondary school level. Wrentham has an Open Town Meeting form of government. Town Meeting is the legislative body of the Town and typically meets for the Annual Town Meeting on the first Monday in June. A Fall Special Town Meeting is scheduled to be held between the months of October and December and additional Special Town Meetings may occur throughout the year as called by the Selectmen. The [Report to Voters](#) for the Annual and Fall town meetings provides detailed information on the most recent Town Meeting activity and is located on the Town's website as is the [2019 Annual Report](#).

## Finance

The [Finance Committee](#) is an essential part of the Town's government. The committee is charged with considering and making reports and recommendations to the Town on any or all municipal questions. The committee is part of the legislative branch of Town government, and also makes recommendations on all financial warrant articles presented to Town Meeting for consideration.

In FY2021, Wrentham has an overall spending plan of approximately \$45.8 million, including approximately \$24.8 million for schools. Wrentham's goal is to continue to manage its finances in a manner that maintains, or even improves, its high rating and stable outlook. Maintaining Wrentham's financial strength and excellent bond rating while keeping tax increases to a minimum are priorities. Wrentham holds a Standard and Poor's rating of AA+ and Moody's rating of Aa2, as affirmed in credit opinions of July 2020 and August 2020, respectively.

The Town has total assessed values of nearly \$2.48 billion for FY21. Free cash was certified at \$2.38 million for FY21 and overlay reserves are \$332,406. The FY20 stabilization fund is approximately \$1.82 million. The [2020 Town Meetings](#) warrants, Report to Voters, and the links below provide additional insight into Wrentham.

## Position Responsibilities

The Director of Finance/Treasurer-Collector, who reports to the Town Administrator, provides strategic management of the Town's municipal finances and serves as chief financial officer for the Town. The Director also serves as financial advisor to the Town Administrator, Board of Selectmen, Finance Committee, and department heads 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.

Specific position functions, among others, include:

- Exercise all powers and duties of the Treasurer and Collector as defined under the constitution and the General Laws. Ensure compliance with all appropriate statutes and is responsible for overall management of the town's investment portfolio.
- Responsible for collection of all accounts due the town, direct the town's financial operations, including the duties of Town Treasurer and Tax Collector, assist the Town Administrator in the preparation of the annual budget and report periodically on the financial status of the town to the Board of Selectmen.
- Responsible to assure that all financial resources of the town are adequately safeguarded and utilized.
- Responsible for both short-term and long-term financial planning for the town.

### Important Links:

- [Town of Wrentham](#)
- [Treasurer-Collector](#)
- [Assessors](#)
- [Town Administrator](#)
- [Town Meetings](#)
- [Chapter 116 of the Acts of 2014](#)
- [Board of Selectmen Policies](#)
- [2019 Annual Report](#)
- [Town Meetings](#)

- Serve as an ex-officio member of the Finance Committee or any other committee established to advise the Town Meeting with respect to appropriations. The Finance Director may designate another financial officer or staff member to attend any meeting of any multiple member body to represent the views of the Finance Director.
- Appoint all personnel necessary to staff the department as constituted herein with the approval of the Town Administrator and shall supervise all department personnel.
- Responsible for coordination of all financial services and activities of the town government.
- Responsible for maintenance of all accounting records and other financial statements for all town governmental offices and agencies; payment of all financial obligations on behalf of the town.
- Responsible for receipt of all funds due to the town for any source; rendering of advice, assistance and guidance to all other town offices and agencies in any matter relating to financial or fiscal affairs.
- Responsible for monitoring throughout the fiscal year of the expenditure of funds by town offices and agencies, including the periodic reporting to all such offices and agencies on the status of accounts with recommendations concerning fiscal and financial policies to be implemented by such offices and agencies.
- Coordinate debt sales presentation and scheduling with all parties, including rating agencies.
- Responsible for supervision of all data processing functions and activities.
- With Finance Department division heads, develop, coordinate, and prioritize annual and long-range goals and objectives for each division and for the department as a whole. Ensure coordination of operations among division. Assess department and division performance and direct corrective action, as required. Through division managers, provide for the training, assignment, discipline, and scheduling of personnel in accordance with town and department policies and procedures.
- Maintain current knowledge of municipal finance and other related subject areas through peer association, attendance at seminars, and the study and review of literature.



## Education and Experience

Duties require a bachelor's degree in business administration, public administration, finance, or a related field. A master's degree in business administration, public administration, finance, and/or related advanced degree, is preferred. Certification by the Treasurer/Collectors' Association of Massachusetts or the ability to obtain certification as soon as possible. Ability to be bonded is required. Expert knowledge of municipal financial management; related laws, bylaws, and regulations; and general management and supervision, with a minimum of 7+ years of progressively responsible related experience, is required.

### Required Qualifications

- Ability to recognize town-wide priorities and work cooperatively to support their accomplishment as part of the Town Administrator's administrative/management team.
- Superior financial management skills, with considerable expertise in public sector finances.
- Strong leadership, management, and supervisory skills.
- Strong communication and organizational skills.
- Superior skills in analysis and reconciliation functions.
- Thorough knowledge of the principles and practices of municipal accounting, treasurer management, collections, assessing, and computer operations.
- Ability to analyze and interpret financial data and to present findings clearly and concisely in writing and in oral presentations.
- Ability to supervise subordinates in an efficient manner, and to establish and maintain harmonious relationships with town officials and state agencies.
- Perform highly responsible duties of a complex and technical nature requiring considerable exercise of judgment and initiative.
- Ensure that all municipal transactions conform to professional standards and all applicable federal, state, and local laws, bylaws, and regulations.
- Ensure that financial resources are adequately safeguarded.
- Ability to conceptualize and operationalize goals and objectives for the department and divisions.
- Ability to analyze complex issues and to develop relevant and realistic plans, programs, and recommendations.
- Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive public relations for the Town, department, and /or division; and to interact effectively with a wide variety of people.

## Compensation Package

The Town of Wrentham will offer an employment agreement and compensation package that is competitive with comparable area communities, with a salary of \$120,000-\$130,000, depending on qualifications. An attractive benefits package, including health and retirement plans, and executive vacation leave, is part of the Director of Finance/Treasurer-Collector's total compensation.



### How To Apply

Interested applicants should send cover letter and résumé, in confidence, by April 29, 2021, 3:00 p.m. EST, via email to:

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

**Subject: Wrentham Director of Finance**

Submit a single PDF containing both cover letter and résumé.

Following the closing date, application materials will be reviewed according to the outlined qualifications. A selection of finalists will be chosen for further evaluation, reference checks, and background reviews before being advanced to the Town Administrator.

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 Town of Wrentham, Mass., is an Equal Opportunity Employer.*