

# Winthrop, MA – Chief Finance Officer, Town & School



## Position Statement

Winthrop, MA (19,316 pop.), is a charming seaside community situated at the entrance to one of the most beautiful harbors in New England. The Town is a peninsula of 1.6 square miles and boasts some of the most spectacular views on the East Coast, with a panoramic vista of the outer harbor on one side and the Boston skyline and inner harbor silhouetted against the sky on the other side. The Town itself has the look of the quintessential quaint and friendly New England community with shops, parks, marinas, inns, and seven miles of shoreline. The public transportation system brings people to Winthrop from Boston in just 20 minutes and from the airport in five minutes. Given its geographic size, Winthrop is densely populated. It has an AA rating and an FY23 budget of approximately \$71 million. Winthrop's local government is led by a nine-member Town Council.

To serve as its Chief Finance Officer for Town & Schools, Winthrop is seeking an experienced municipal finance leader with exceptional financial acumen. Applicants should have superior analytical and organizational skills. The next Director must be highly collaborative and able to work well with colleagues and state and local officials. Candidates should have a bachelor's degree in public administration or business administration, master's preferred, and have 5 years of experience in local government finance or administration; or any equivalent combination of education and experience. Candidates should have exceptional skills in financial management and a proven record of leadership. The next CFO must be analytical and forward thinking.

**Annual salary: \$160K - \$185K.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Winthrop is an Equal Opportunity Employer.

### Important Links:

- [Town of Winthrop](#)
- [Town of Winthrop Charter](#)
- [Town Code](#)
- [FY23 Budget](#)
- [Strengthening Winthrop's Financial Condition Strategy](#)
- [Winthrop Schools](#)
- [Building Studies for Memorial Auditorium & Middle School](#)
- [WCAT YouTube channel](#)



## Government

In 2005, Winthrop adopted a home-rule charter with a Town Council-Town Manager form of government. The elected nine-member Town Council – six of whom are precinct councilors, two are at-large, and one is council president – serves as the legislative body of Winthrop. The executive authority of the Town is vested in the council president. The Council appoints the Town Manager as the Chief Administrative Officer of the Town. The Town Council also appoints the Town Clerk, Clerk of the Council, and Town Auditor. The Council President appoints, subject to the approval by Town Council, the Board of Appeals, Board of Assessors, Conservation Commission, Board of Health, Historical Commission, Licensing Board, and Planning Board. The Town Manager appoints all other members of boards and commissions, department heads, officers, except employees of the school department.



The School Committee consists of seven members, six elected at-large in the community and the President of the council, by virtue of office. The School Committee appoints the Superintendent of Schools.

## Finances

Winthrop has an FY23 budget of approximately \$71 million and a Standard and Poor's rating of AA with a stable outlook. The Town Manager and Superintendent of Schools have agreed to implement a consolidated position. Their forward thinking is an opportunity for a person to develop a financial system that features more collaboration for the fiscal operations of general government and schools. The finance department currently has openings for a Finance Director and Assessor. The FY22 tax rate is \$11.76 for all properties. The average single-family tax bill in FY22 is \$6,409. Approximately 51% of the Town's revenue comes from property taxes, with 22% from state aid. New growth in FY22 was 0.77% of the FY21 tax levy and the vast majority of new growth was residential. Free cash was certified at \$2.27 million for FY22. The Town receives a PILOT from both Massport, due to the location of some of Logan International Airport's runways, and the Massachusetts Water Resources Authority (MWRA), which operates a large wastewater treatment plant on Deer Island in Winthrop Bay. Winthrop's total assessed value in FY22 is \$3.03 billion. Winthrop has developed a [strategy](#) to correct structural and service delivery deficits and to strengthen the Town's General Fund and Enterprise Funds financial condition in future years.

## Education

[Winthrop Public Schools](#) serves over 1,900 students in the district's three schools: grades PreK-2; grades 3-5; and a middle/senior high school. The district employs 342 staff members, including approximately 187 teachers. The school district's FY23 operating budget is approximately \$23.7 million.

## Economic and Community Development

Winthrop is a densely populated community, connected to the mainland only by Route 145, which passes in a loop around the main body of the Town. Winthrop is divided into four unique business areas: the Shirley Street Business District, the Highlands District, the Center, and Magee's Corner District. In 2017, the Town received a \$2.38 million grant to redevelop its Center Business District. Currently, that district is nearing completion on enhancements, including new water, sewer, drain, and gas lines, sidewalks, streets, and a



new town square. Winthrop is home to an active marina, four energetic yacht clubs on Boston Harbor, many professional services, and numerous shops and restaurants.

Given its location next to Boston and proximity to Logan International Airport along with its beautiful beaches and small-town feel, Winthrop is an attractive community for residents and visitors. While traffic in and out of town can be challenging, Winthrop is a highly desirable location for businesses and residents. The Town is interested in attracting a limited number of businesses that would be harmonious with Winthrop's character and could enhance the tax base.

### Position Responsibilities

The Chief Finance Officer for Town & Schools, who reports to the Town Manager and Superintendent of Schools, oversees the Department of Finance & School Business Office, including accounting, purchasing, accounts payable and school payroll. The Director is responsible for administrative and supervisory work in directing the financial/accounting affairs of the Town and schools including payment of vendors, salaries and other personnel expenses; free cash and debt; financial reporting and records keeping, including database management; and audit oversight. Specific responsibilities include:

- Develops and implements departmental goals and priorities in response to needs of the Town and School department; evaluates departmental needs and formulates long and short-range plans to meet needs; evaluates effectiveness of programs and adjusts as necessary.
- Regularly reviews and analyzes town's fiscal condition, including fund balances and reserves, and prepares reports on same for Town Manager, Town Council, School Superintendent, School Committee, and Finance Committee. Prepares quarterly reports on revenues and expenditures.
- Responsible for wage analysis and projections for union and non-union compensation studies for both Town and School.
- Advises Town Manager, School Superintendent, Town Council, and School Committee on external and internal situations and conditions which may affect financial status or operations of the town, including economic and regulatory changes. Implements and utilizes best management practices in the administration of the department and fiscal operations of the town.
- Monitors and reports on changes in economic forecasting and trends and the effects of these short- and long-term financial planning. Prepares long-term revenue and expenditure forecasts for both Town and School.





## The Ideal Candidate

- Bachelor's degree, preferably in a field related to public or business administration. Master's degree preferred.
- A minimum of five years of experience in municipal finance or administration is preferred.
- Skilled in municipal finance, budget, and accounting practices; municipal finance software and spreadsheet; and other financial tools.
- A strong communicator; an active listener.
- Possession of Massachusetts School Business Administrator License or ability to obtain within one year of hire.
- Knowledge of municipal/school law & procurement.
- Excellent follow-through; strong work ethic.
- Strong leadership qualities and experience.
- Creative problem solver; proactive.
- Innovative, assertive, and organized.
- Analytical, enthusiastic, and collaborative.
- Knowledgeable of best practices.
- Ability to recognize and accomplish Town-wide priorities and work cooperatively to support their accomplishment as part of the Town Manager's and School Superintendent's administrative/management team
- Ability to interact effectively with department managers, state officials, and citizen boards and committees.

## How To Apply

Send cover letter and résumé via email, in a single PDF, by December 2, 2022, 3:00 p.m. EST to:

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

**Subject: Winthrop CFO**

Questions regarding the position should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
[JPetrin@CommunityParadigm.com](mailto:JPetrin@CommunityParadigm.com)  
781-552-1074

*The Town of Winthrop is an Equal Opportunity Employer.*