

LITTLETON, MA



Director of Finance and Budget/Town Accountant

Position Statement

Littleton, MA (pop. 10,000), is a beautiful New England community that maintains its small-town charm with well-preserved architecture and open space. Littleton has over 2,000 acres of conservation land for hiking and exploration. Its parks, playgrounds, and lakes provide passive and active recreation for all ages. In addition to its charm and beauty, the Town's location, at the junction of Routes 495 and 2, offers residents and visitors quick and easy access to Boston. Thanks to the Town's great geographic location and its business-friendly environment, many businesses have chosen to relocate to Littleton.



The Town has a Standard & Poor's rating of AAA and FY23 overall spending plan of approximately \$64.16 million, including \$23.1 million for schools. The Town's finances are strong and stable. Littleton's local government is led by a five-member Select Board.

To serve as its Director of Finance and Budget/Town Accountant, Littleton is seeking an experienced municipal finance leader with exceptional financial acumen and strong technology skills. Applicants should have superior analytical and organizational skills. Candidates should have a master's degree in public administration, accounting, finance, or related field; seven to 10 years of responsible experience in accounting or financial management; experience in municipal finance with five years of supervisory experience; or an equivalent combination of education and experience. Candidates should have exceptional skills in financial management and a proven record of leadership.

Annual Salary: \$107,239-\$139,896 DOQ. The successful candidate will receive an attractive benefits package, including health and retirement plans, commensurate with qualifications and experience. This is an exempt position governed by the [Personnel By-Law](#) and [Employee Handbook](#). *The Town of Littleton is an Equal Opportunity Employer.*

Government

Littleton has a Select Board-Town Administrator form of government with an open Town Meeting. The Select Board acts as the primary policy-making body for the Town and annually establishes goals and objectives. The Town Administrator is the chief administrative officer of the Town government, responsible for the administration of all Town affairs placed under his/her authority. The Director of Finance and Budget/Town Accountant reports to the Town Administrator.

Finance

The mission of the Finance Department is to protect the fiduciary interests of the Town of Littleton by providing independent, timely oversight of the Town's finances and by ensuring that financial transactions are executed legally, efficiently, and effectively. The Finance Department is responsible for maintaining and administering a financial account and management information system that provides accurate, complete, and timely information pertaining to all financial activities of Littleton's Town departments, boards, and commissions. Accounting provides financial information to a wide variety of stakeholders including Select Board, Town Administrator, Town departments, federal, state, and other levels of government along with the citizens of Littleton.

In June 2021, Standard & Poor's reaffirmed Littleton's strong AAA bond rating. S&P applauded the Town's financial position, including: a very strong local and regional economy; a very strong local management team that follows sound financial policies and practices; a strong budget performance; very strong budget flexibility and liquidity. S&P also lauded the Town's financial team for its proactive approach to funding pension and other post-employment benefits, creating the potential of fully funding those costs ahead of schedule. For FY23, Littleton has an overall spending plan of approximately \$64.16 million, including \$23.1 million for schools. The Town has a 10-year Capital Improvement Plan that is updated annually. Approved capital requests for FY23 total \$1.16 million for general fund projects.

Important Links

[FY23 Annual Town Budget Report](#)

[FY21 and FY22 Annual Town Budgets](#)

[Financial Statements](#)

[FY23 Comprehensive 10-Year CIP](#)

[OPEB Report \(as of 06/30/2021\)](#)

[Open Finance](#)

[Annual/Special Town Meeting Reports](#)

[Annual Town Reports](#)

[Town of Littleton Master Plan](#)

[Town Code](#)

Upcoming Projects/Challenges

Anticipated upcoming projects/challenges to be undertaken by the new Director of Finance and Budget/Town Accountant include:

- The Town is currently working with CliftonLarsonAllen LLP (CLA) to revise its chart of accounts. The goal of the project will have the Town's chart of accounts be in compliance with the Uniform Massachusetts Accounting System. The new Director of Finance and Budget/Town Accountant must work with CLA and Town staff to ensure the chart of accounts updates are effectively implemented.
- An upgrade of the Town's budgeting software, MUNIS, is scheduled for the May-June 2023 time frame. The Director of Finance and Budget/Town Accountant should expect to work with Town staff and the software provider to test the upgraded version of MUNIS and ensure a successful transition.
- The Finance Department currently has one vacancy for a full-time Financial Analyst. The Financial Analyst will be responsible for the reconciliation of accounts and the processing of accounts payable warrants. The Director of Finance and Budget/Town Accountant will be expected to help identify and evaluate potential candidates for this vacancy.



Position Responsibilities

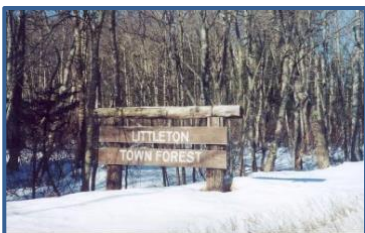
The Director of Finance and Budget/Town Accountant has direct supervisory responsibility for Finance Department managers including the Treasurer, Tax Collector, and Chief Assessor; hires staff; provides direction, and prepares employee performance evaluations and goals; counsels and disciplines staff consistent with Town policies; and has indirect supervisory responsibility for all other Finance Department employees. Some of the position's responsibilities include:

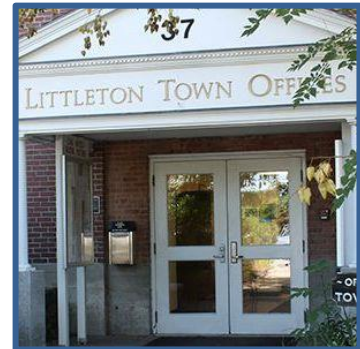
As Director of Finance and Budget:

- Coordinates and manages budgetary and financial information, forecasting revenues and preparing the annual budget for the forthcoming fiscal year, and coordinating and managing the budget and financial information throughout the year.
- Prepares annual report on capital expenses of all departments. Works with department, committees, and boards to establish a 10-year capital plan.
- Prepares Town Warrant Articles as they relate to the Finance Departments and all materials necessary for Town Meeting.
- Implements policies and monitors procedures for the collection of all revenues due to the Town. Reviews, on a yearly basis, the various Town funds, and ensures that the funds are prudently invested.
- Ensures the Town's timely reporting to the Massachusetts Department of Revenue (DOR) in accordance with all requirements of the DOR municipal calendar. Ascertains that all necessary Audit recommendations are addressed and are carried out.
- In conjunction with the Town Administrator, assists in making procedural and substantive preparation in fiscal matters for the meetings of the Select Board. Reports to the Select Board and Finance Committee concerning all financial conditions.
- Assists Select Board and Town Administrator in financial aspects of collective bargaining.

As Town Accountant:

- Receives and approves of all invoices, orders, and payroll from Town departments; examines for correct appropriation charges within Town Meeting authorization.
- Maintains a complete set of financial records for all appropriation accounts, expenditures, receipts, assessments, and abatements; maintains a General Ledger and journal for the recording of all transactions. Has full audit responsibility for all Town department receipts and expenditures.
- Compiles, prepares, and distributes regular and special Town, State, and federal reports.
- Administers the day-to-day management of all accounting records of the Town.
- Assists Town officials and department heads in the formulation of budgets; receives and reviews all budgets for report to the Finance Committee. Prepares financial reports to assist the Finance Committee with budget review and recommendations and coordinates the budget preparation process, the analysis of financial data, and the preparation of reports and projections. Attends Committee meetings.
- Conducts internal audits; keeps detailed ledgers, and tracks all special funds, earnings, and debt service. Keeps Town officials apprised of the town's financial status and conditions.





Minimum Qualifications

- Master's degree in Public Administration, accounting, finance, or related field; 7-10 years of responsible experience in accounting or financial management; experience in municipal finance with 5 years of supervisory experience; or equivalent combination of education and experience.
- Comprehensive knowledge of the principles and practices of municipal finance and of applicable provisions of the Massachusetts General Laws.
- General knowledge of Massachusetts General Laws as they apply to municipal operations.
- Working knowledge of computer applications for financial management: MUNIS preferred.
- Knowledge of MGL Chapter 30B.
- Ability to analyze and interpret financial data and to present findings clearly, analyze problems, and formulate recommendations.
- Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.
- Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.
- Excellent fiscal skills.
- Excellent managerial, organizational, and communication skills.
- Designation as "Certified Governmental Accountant by the MMAAA.
- MCPPO Procurement Certificate from the Commonwealth of Mass. Inspector General's Office is required or must be obtained within a specified timeframe.
- Valid Motor Vehicle Operator's License.
- Position subject to thorough background check.

How To Apply

Position is open until filled with a first review of résumés on February 6, 2023, 3:00 p.m. EST. Send cover letter and résumé via email, in a single PDF, to:

Apply@communityparadigm.com

**Subject: Littleton
Finance/Town Accountant**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

*The Town of Littleton, Mass., is an Equal
Opportunity Employer.*

