

HUDSON, MA



Director of Finance & Information Technology

Position Statement

Hudson, MA (20,100 pop.), is a diverse, thriving, and historic former mill town located about 26 miles from Boston. While primarily a residential community, Hudson has a thriving downtown that routinely attracts people from throughout the region. The Town has a Standard & Poor's rating of AA and an FY23 budget of approximately \$87 million

(including public education). The Town's finances are strong and stable. Hudson's current challenges involve ensuring ongoing access to potable water, maintaining strong finances, and continuing to ensure that the downtown returns to its pre-pandemic vibrancy. Hudson's local government is led by a five-member Select Board.

To serve as its Director of Finance & Information Technology, Hudson is seeking an experienced municipal finance leader with exceptional financial acumen and strong technology skills. 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 master's degree in public administration or business administration with a concentration in accounting or finance or be a Certified Public Accountant; and have 10 years of experience in local government finance; or any equivalent combination of education and experience. Candidates should have exceptional skills in financial management and a proven record of leadership. The next Director of Finance & Information Technology must be analytical and forward thinking.

Annual salary: \$130K+/- DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Hudson is an Equal Opportunity/Affirmative Action Employer.



Government

Hudson has a Select Board-Executive Assistant form of government with open Town Meeting which has a quorum of 150. Select Board members serve as the chief executives of the Town. The Board's duties include, in part, establishing policies to be followed by the Executive Assistant and making recommendations to Town Meeting for actions required to be taken by that body; may create, expand, consolidate or abolish all offices and agencies not specifically provided for by the charter, by statute, or by by-law; negotiate all contracts involving collective bargaining within their jurisdiction – with the assistance of the Executive Assistant; investigate the affairs of the town; and provide for independent audits.

The Select Board appoints the Executive Assistant, to whom the Director of Finance & Information Technology reports, as well as the Board of Registrars, Board of Appeals, Coordinator of Municipal Planning, Town Accountant, Industrial Commission, Tripp's Pond Commission, Town Counsel, Industrial Development Finance Authority, and Conservation Commission. Hudson residents are accustomed to an open and communicative Town government.

Hudson has numerous elected positions, boards, and committees including Select Board, Moderator, School Committee, Trustees of Benevolent Funds, Housing Authority, Municipal Light Board, Park Commission, Board of Health, Library Trustees, Planning Board, Cemetery Commission, Constable, and Board of Assessors.

Finances

Hudson has an FY23 budget of approximately \$87 million and a Standard and Poor's rating of AA with a stable outlook. In FY22, free cash was certified at nearly \$5.95 million. The FY22 tax rate is \$15.86 for residential and \$31.60 for commercial and industrial properties. The property tax base is nearly 86% residential, approximately 6.7% commercial, and about 5.5% industrial. Nearly 62.6% of the Town's revenue comes from the tax levy, with nearly 17% from state aid, and nearly 15% from local receipts. Hudson's total assessed valuation in FY22 is \$3.29 billion. The Town had nearly 2% new growth in FY22 compared to the FY21 tax levy. A five-year capital plan is in place. Hudson has slightly more than \$1 million in untapped levy capacity. Maintaining Hudson's financial strength while keeping tax increases to a minimum are priorities. Like most municipalities, Hudson is facing potential revenue constraints due to the pressures of increasing costs and infrastructure needs.

According to a 2009 S&P report, Hudson has a consistently strong financial position. The community has a very strong and stable local economy with highway access to larger employment bases throughout the Boston area. It has very strong wealth and income indicators, strong budgetary flexibility, and good management practices.



Important Links:

- [Town of Hudson](#)
- [Video Tour Book](#)
- [Town Charter](#)
- [Master Plan](#)
- [By-Laws & Regulations](#)
- [FY23 Budget and Capital Plan](#)
- [Finance Department](#)
- [Assessors](#)
- [Treasurer/Tax Collector](#)
- [Information Technology Dept.](#)
- [Finance Committee](#)
- [Discover Hudson](#)
- [Annual Town Meeting Warrants and Results](#)



Economic and Community Development

Hudson's downtown has undergone a renaissance over the past decade and is typically bustling with visitors and residents. Downtown Hudson is a true dining destination with a variety of restaurants, breweries, an artisanal cheese shop, a traditional "speakeasy" hidden behind a cobbler shop window, and an ice cream shop. There are also clothing shops and other retail establishments, adding to the economic vitality. Hudson is one of only 10 communities in the Commonwealth to have a Business Improvement District. The Business Improvement District property owners initiate, manage, and finance supplemental services for the benefit of everyone who lives, works, or visits the district. Downtown business owners work collaboratively, along with the Town, to continue to improve the downtown district and attract visitors. Additionally, a \$1.5 million downtown rotary and road improvements were constructed in recent years and funded primarily via grants.

Hudson is home to an Intel design center and the multi-national technology company employs approximately 1,000 in the local facility. Intel is a good neighbor, having funded one of the high school's auditoriums and donating such items as laptops for local students. There are two cannabis facilities in Hudson (one adult-use/medical and one adult-use only) which, combined, will bring in nearly \$1 million a year in host agreements and taxes.

Hudson has a number of relatively new public buildings, including the high school, fire department, police department, and Department of Public Works facility. The school administration building is in need of renovation or replacement at some point in the future.

Position Responsibilities

The Director of Finance & Information Technology, who reports to the Executive Assistant, oversees the Finance Department, which is made up of the Accounting Office, Treasurer/Collector's Office, Assessing Office, and the Office of Information Technology. The Director is responsible for administrative and supervisory work in directing the financial/accounting affairs of the Town including payment of vendors, salaries and other personnel expenses; management and collection of revenues, free cash and debt; financial reporting and records keeping, including database management; and audit oversight.

Examples of work include:

- Manages the operations of the Finance Department; prepares departmental budgets; prepares annual report indicating the year's transactions and financial position of the Town.
- Maintains contact with other officials regarding intergovernmental matters affecting the financial operations of the Town.
- Serves as an ex-officio member to the Finance Committee.
- Oversees the recording and maintenance of general ledger accounts and subsidiary ledgers in accordance with UMAS, accounts receivable, payroll deductions, appropriation accounts, and budget items. Maintains a complete set of financial records for all Town accounts, appropriations, debts, and contracts. Oversees the reconciliation of cash balances monthly with the Treasurer; conducts an annual audit of the Treasurer's cash; assists in state and other outside audits as required.
- Responsible for annual adjustments in pay raises as voted as Town Meeting; assists Assessors in making tax rate; review and approve warrants for payment of Town funds; submits to School Department figures required in preparing School End of Year Report; completes requests for reports from Federal and State agencies. Compiles and submits required state and federal year-end comprehensive financial statements including Schedule A and Free Cash Balance Sheet and prepares reports for Annual Town Report.
- Monitors the expenditures of all Town funds by examination of all departmental bills and payroll vouchers for accuracy and availability of funds before payment by the Treasurer; supervises the preparation of warrants for payroll and accounts payable.
- Prepares periodic (not less than monthly) reports of appropriation and expenditure balances for Executive Assistant, Town Departments and Boards and Committees; maintains original copies of all contracts.
- Develops and maintains long-range plan on implementation and deployment of PCs and LANs. Evaluates available software packages and modifications required. Where custom design required, prepares bid specifications. Determines cost justification for various computer applications and establishes priorities for computerization.
- Develops diagrams, flow charts and input and output requirements; supervises the design or design forms associated with the system; prepares or supervises the preparation of programs for computer applications.





Minimum Qualifications

- Master's degree in Public Administration or Business Administration with a concentration in accounting or finance or Certified Public Accountant; 10 years of experience in local government finance; or any equivalent combination of education and experience.
- Experience with PCs and Microsoft PC-based networks and advanced relational databases is required.
- Thorough knowledge of the laws, rules and regulations pertaining to municipal finance is necessary.
- Ability to interpret financial reports and analyze data is essential.
- Analytical skills and advanced spreadsheet skills are required.
- Strong organizational skills required.
- Must be able to deal well with others.
- Ability to build and maintain strong relationships with state and local officials.
- Analytical and technologically savvy.
- Must have intimate knowledge of PC hardware and software operability along with peripherals.
- Must have patience and skills to instruct and educate employees with the use of computers.
- Forward thinking; strategic.
- Strong leadership qualities and experience.
- Ability to make good hires and serve as a coach/mentor; team oriented.
- Knowledgeable of best practices.

How To Apply

Position is open until filled with a first review of résumés on November 16, 2022, 5:00 p.m. EST. Send cover letter and résumé via email, in a single PDF, to:

Apply@communityparadigm.com

**Subject: Hudson
Finance Director**

Questions regarding the position should be directed to:

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

*The Town of Hudson, Mass., is an Equal Opportunity/
Affirmative Action Employer.*

