



# Chief Financial Officer

## Position Statement

The City of Amesbury (pop. 17,366) is a small city on the North Shore of Massachusetts. Settled in 1668, Amesbury's history is deeply rooted in entrepreneurship and innovation. The beautifully restored downtown features old industrial mill buildings; now full of restaurants, retail shops, offices and residences. Located at the junction of I-95 and I-495, Amesbury is perfectly located between major metropolitan areas for easy access, while residents enjoy beautiful green spaces, quiet neighborhoods and all that Amesbury has to offer.

The responsibilities of the Amesbury Administration & Finance Department are to perform pre-audits of all invoices and payrolls submitted for payment by the City departments, produce timely and accurate financial reporting, and maintain the City's budget. The department also oversees the functions of the Assessors Office and the Treasurer/Collector Office.



Amesbury has an AA rating, strong finances, and healthy reserves. The City is led by a strong Mayor with a nine-member Council form of government, and a total [FY25 budget](#) of approximately \$86.6

million. Last year, the Mayor was re-elected to her third term, the city's first four-year term. The City has seen recent articles published in the [Boston Globe](#) and the [Business View Magazine](#) highlighting the new infrastructure improvements and noting that Amesbury is a City that has become the place to be with new businesses moving in. This is a great opportunity to becoming involved in a vibrant and innovative community.

Amesbury is seeking a skilled and experienced municipal finance professional with strong knowledge of municipal finance rules and regulations, superior communication skills, and the ability to establish and maintain highly effective working relationships. Preferred candidates will have a master's degree in finance, accounting, or a similar relevant field, at least seven years of work experience in the field of municipal finance, or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Must be a Massachusetts Municipal Auditors & Accountants' Association Certified Government Accountant or be willing to secure certification within two years of appointment.

**Annual Salary: \$125,000-\$133,000** with an **additional annual stipend of \$4,500** for serving as an ex-officio member of the retirement board for a total **\$137,500** maximum annual salary. Full-time, 35 hours per week. The City Administrative Offices work a four-day per week summer schedule. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. *The City of Amesbury is an Equal Opportunity Employer.*

**The Position:** The Chief Financial Officer is responsible for the overall management and direction of the financial affairs for the City. The Chief Financial Officer provides leadership on matters including, but not limited to, financial administration, budgeting and reporting, and internal control.

The CFO's various responsibilities include: maintains accounting and financial records in accordance with all laws, rules and regulations; ensures the City's financial statements are in accordance with Generally Accepted Accounting Principles; prepares all required reports and assists in preparing the tax recap sheet; spearheads the City's entire appropriation budget; develops priorities in partnership with and as an advisor to the Mayor; guides department heads through the budget process; collaborates on the budget book; reviews, updates and revises the multi-year Capital Improvement Plan; coordinates activities relating to City borrowing; develops and reviews financial policies and best practices; oversees and manages compilation of financial and statistical information for financials, bond issues, debt projects and payment schedules; performs analysis and research into financial-related matters; oversees accounting and preparation for annual internal and external audits; accounts for monies received by and paid from the City; maintains accurate records, internal controls, and balances and guides budget appropriations; reviews and audits all state and federal grants, including ARPA funding; compiles the Comprehensive Annual Financial Report; serves as an ex-officio member of the retirement board, and other duties as assigned and required.

### Important Links

- [City of Amesbury](#)
- [Administration & Finance Department](#)
- [Assessor's Office](#)
- [Treasurer/Collector](#)
- [Financial Policies](#)
- [Annual Budgets & Audits](#)
- [FY2025 Budget](#)
- [Financial Updates](#)
- [Capital Improvement Plans](#)
- [Financial Forecasts](#)
- [MMA Fact Sheet](#)

**Operations:** The Administration & Finance Department consists of the Chief Financial Officer, Assistant Accountant, and Insurance and Procurement Coordinator. The Treasurer/Collector Office includes the

Treasurer/Collector, Assistant Treasurer/Collector, and Head Clerk. The Assessor's Office consists of the Chief Assessor, Assistant Assessor, and Data Collection Administrator. The Administration & Finance Department is fortunate to have a team of highly skilled and experienced professionals who will support the next Chief Financial Officer in achieving goals and accomplishing tasks. The City has established strong financial policies which are central to its strategic,



long-term approach to financial management. Amesbury's good financial management practices serve to promote stability and continuity. The Chief Financial Officer works closely with the Mayor and City Council to develop and achieve goals set for the Department and to safeguard public funds and protect local assets.



## The Ideal Candidate

- Bachelor's degree (Master's preferred) in finance, accounting or similar relevant field, and minimum of seven years of work experience in the field of municipal finance, or equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess Massachusetts Municipal Auditors & Accountants' Association Certified Government Accountant certification or be willing to secure it within two years.
- Knowledge of local, state and federal laws and regulations pertaining to municipal employees and municipal finance; knowledge of City department operations and services. Knowledge of payroll operations and regulations.
- Knowledge of financial software, such as Softrite.
- Ability to effectively manage and engage staff. Ability to supervise or delegate projects; ability to plan, assign, motivate and supervise. Ability to prioritize; ability to work closely with City departments; ability to manage multiple tasks.
- Ability to establish and maintain highly effective working relationships with the Mayor, City Council members, other elected officials, committee members, representatives of civic and community groups, department heads, staff, residents, the media, and the public. Ability to maintain a high level of confidentiality.
- Excellent written and verbal communication and listening skills. Skilled public speaker and effective small-group facilitator.
- Excellent work ethic, tactful, discreet, and compassionate strategic thinker.
- Highly organized, collaborative, courteous, approachable, team-builder.

## How To Apply

Send cover letter and résumé via email, in a single PDF to:

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

**Subject: Amesbury CFO**

Position is open until filled. For a guaranteed review, email application materials by September 20, 2024, 3:00 p.m. EST.

Questions regarding the position should be directed to:

Julie Jacobson, Senior Associate  
Community Paradigm Associates  
[JJacobson@communityparadigm.com](mailto:JJacobson@communityparadigm.com)  
774-826-6465

*The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status, or any other protected category under federal or state law.*