

LITTLETON, MA

Assistant Director of Finance/Town Treasurer-Collector



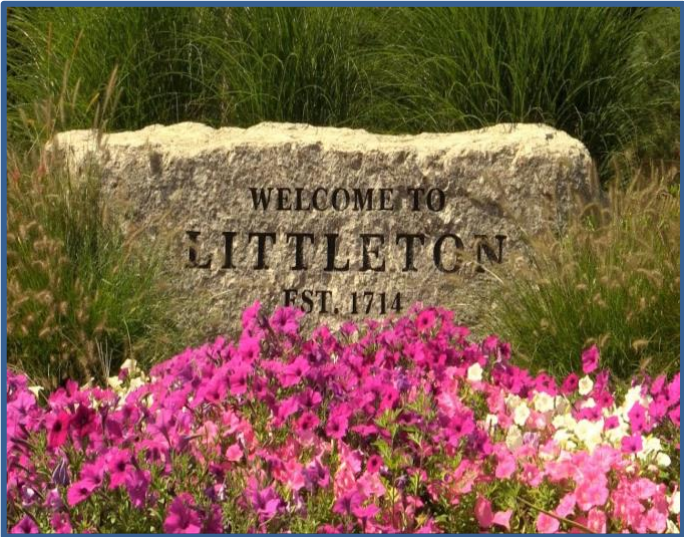
Position Statement

Summary

The Town of Littleton, Mass., is seeking a highly qualified professional to serve as Assistant Director of Finance/Town Treasurer-Collector. This full-time position reports to the Director of Finance and, working as part of the municipal team, serves as custodian of the financial assets of the town with a specific focus on general fund cash, stabilization funds, trust funds, enterprise funds and investments, borrowing and debt management, tax titles, and collection of all taxes due to the town. The successful candidate should have exceptional financial acumen, strong technology skills and be analytical, organized, adaptable and able to manage multiple challenges.

The Community

Littleton (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.



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 Assistant Director of Finance and Budget/Town Treasurer-Collector reports to the Finance Director.

Finance

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](#)

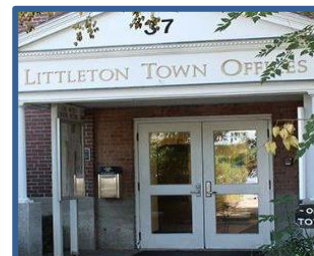
[Town of Littleton Master Plan](#)

[Town Code](#)

Upcoming Projects/Challenges

Anticipated upcoming projects/challenges to be undertaken by the new Assistant Director of Finance/Town Treasurer-Collector include:

- The Town is revising its chart of accounts to be in compliance with the Uniform Massachusetts Accounting System. The new Assistant Director of Finance/Town Treasurer-Collector must work with the Town's consultant and other 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 Assistant Director of Finance/Town Treasurer-Collector should expect to work with Town staff and the software provider to test the upgraded version of MUNIS and ensure a successful transition.
- Planning for and the issuance of Town BANs/bonds for several major projects including:
 - Senior Center - \$13.5 million authorization
 - Sewer Construction - \$33.2 million authorization
 - Water Treatment Plant Construction - \$30 million authorization
 - Water Storage Tank - \$3 million authorization
 - Town Building - \$3.5 million authorization for the purchase of a facility to house certain Town departments
 - School building – possible new/renovated Shaker Lane School
- Assist in integrating a newly established Payroll Benefit Coordinator position into the department, a former HR position moved to Treasurer's Office.



Position Responsibilities

Reporting to the Director of Finance, the Assistant Director of Finance/Town Treasurer-Collector serves as custodian of the financial assets of the town with a specific focus on general fund cash, stabilization funds, trust funds, enterprise funds and investments, borrowing and debt management, handling tax title, and collection of all taxes due to the town. Specific position functions, among others, include:

- Assist Director of Finance/Town Accountant, in the development of the Town's annual budget, capital plan, financial analysis, long-range financial planning, preparation of financial warrant articles and year-end reporting to the Department of Revenue. Assists with developing and presenting the Tax Classification materials and conducting the hearing. Assists in the development of Town-wide financial policies. Presents and discusses recommendations and/or financial impacts with the Finance Committee, School Committee and Select Board as necessary.
- Under the direction of the Director of Finance and in accordance with State statutes and Town by-laws, plan, control, and direct the functions of the Treasurer and Tax Collector's Office, including the billing, collecting, and depositing of receipts; cash and investment management for the Town as well as the Light and Water Departments; and the sale of short and long-term borrowing.
- Plan overall departmental activities and develop and recommend policies and procedures in areas of responsibility; interview, select, orient, train, and schedule assigned staff; and evaluate performance and recommend personnel actions.
- Receive, disburse, and account for all Town funds, utilizing automated systems; and ensure that adequate funds are available from Town accounts for the timely payment of Town obligations.
- Responsible for the issuance, collection, receipt, and accounting of all committed taxes, betterments, water and sewer charges, and other receivables. The office certifies as to the existence of municipal liens and counts and records parking meter receipts.
- Responsible for the planning, scheduling, coordination, issuance and final approval and sale of all permanent debt obligations for the Town, as well as the Light and Water Departments; ensures payment of all debt service and maturing debt obligations; determines the timing and issuance of any short-term notes necessary for project funding prior to the issuance of any permanent long-term debt.
- Supervises the payroll function for all current employees of the Town including the preparation of a bi-weekly payroll, the disbursing of all payroll and personal deduction amounts and the maintenance of all payroll records. Responsible for the preparation and payment of Federal and State payroll taxes; prepares and files quarterly State and Federal tax forms and wage reporting as well as monthly sales and meals tax filings.
- Perform other related duties as required by statute or as directed.



Education and Experience

- Completion of four-year college degree in Finance, or a related field.
- Five (5) years of increasingly responsible experience in financial management and analysis including: cash management, payroll, tax title, or other finance related fields, including three (3) years of supervisory experience.
- Attainment as a Massachusetts Certified Treasurer/Collector is required within four years of hire date if not currently certified.
- Valid driver's license.
- Ability to be bonded to no less than the minimum set by the Massachusetts Department of Revenue
- Excellent communication and interpersonal skills and possess a tactful approach in customer service.

Compensation Package

Starting annual salary of \$105K +/-, commensurate with qualifications, education, and experience. A competitive and attractive benefits package (including health, dental and vision coverage, contributory retirement system, 457 Deferred Compensation Plan, and a comprehensive employee assistance program) is part of the compensation package.

How To Apply

Position is open until filled. For a guaranteed review of application materials, interested applicants should send cover letter and résumé, in confidence, by March 13, 2023, 3:00 p.m. EST, via email to:

Apply@CommunityParadigm.com

Subject: Littleton Assistant Director of Finance/Town Treasurer-Collector

Submit a single PDF containing both cover letter and résumé.

Following the date above, 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 for consideration.

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/Affirmative Action Employer.