



# Massachusetts PROVINCETOWN

## PROVINCETOWN HUMAN RESOURCES OFFICE

### Position Opening

*Assistant Town Manager of Finance & Administration/Finance Director*

Under the general direction of the Town Manager, the Finance Director is responsible for planning, directing, controlling and reporting on the Town's financial and accounting functions and operations. Ensures the long-term financial and operational health and success of the municipal enterprise, with fiduciary responsibility over all financial assets; interprets and administers federal, state, and local laws, regulations, and policies relevant to municipal financial management. This person serves as the point person for the finance team and works collaboratively with the Town Treasurer/Collector, Assessor and Accounting Offices. The Finance Director assists all departments in the preparation of budget materials in a timely and orderly fashion. Professional financial work of a supervisory and participatory nature overseeing the Town's accounting, assessing, collections, and treasury functions. Administrative, supervisory, and technical work in the receipt, recording, expenditure and custody of Town funds; the borrowing and investment of funds, the collection of all taxes due to the Town; all other related work as required. Performs varied and highly complex professional municipal management functions in assisting the Town Manager to plan, administer and coordinate the town's activities. Exercises considerable judgment making administrative decisions and carrying out town policies. Position requires perceptiveness and discretion in dealing with wide ranging issues and problems.

Bachelor's degree required; master's degree in business administration, public administration, public policy, finance or another management or research-related field is highly preferred. A minimum of five years related experience is required serving in a comparable municipal role. Experience with data analysis, project management, researching and report writing is highly desirable. Proficiency in Microsoft Word, PowerPoint, Excel, and Outlook; experience and working knowledge of MUNIS is highly desirable. Advanced Microsoft Excel skills required.; Certified Government Accountant status desirable.

This is a nonunion 40 hours per week position, Monday – Thursday 8am – 5pm & Friday 8am – 12pm. Starting pay will be based on demonstrated qualifications and experience within the salary range of \$120,000 and \$140,000. Complete job description and employment application are available on the Town's website at <http://www.provincetown-ma.gov>. This position will remain open until filled.

Send completed cover letter and resume to: [rckwhite58@verizon.net](mailto:rckwhite58@verizon.net) or Richard J White, Groux-White Consulting, LLC, 1 Pelham Road, Lexington, MA 02421. All applications will be considered with the upmost of confidentiality.

*The Town of Provincetown, Massachusetts is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, marital status, age, or sexual preference, or any other category protected under the state and federal anti-discrimination laws.*

*Alex Morse, Town Manager*

Posted: Provincetown Town Buildings, <http://www.provincetown-ma.gov>, Indeed, CCYP, Town Facebook, Linked In, MTCA, MMA, ICMA, MA GFOA, GFOA  
Date : October 8, 2021, 8:20 am AR

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