



Jane F. Sakiewicz PHR, IPMA-CP  
Director

# CITY OF EASTHAMPTON

**Personnel Department**  
Easthampton Municipal Building  
50 Payson Avenue  
Easthampton, MA 01027-2266  
Telephone: 413-529-1466  
Fax: 413-529-1488

## NOTICE OF POSITION VACANCY

**FINANCE DIRECTOR**  
**FULL-TIME POSITION**  
**WAGE RANGE \$32.91- \$41.67**

**Issued: May 7, 2019**  
**Closing Date: until filled**

### **Essential Functions:**

Serves as Chief Financial Officer of the City. Advises the Mayor on revenue projections, budget targets, and all other financial business of the City; serves as Mayor's technical advisor on departmental budgets, capital expenditures, and financial management; plans and coordinates financial planning for the City; has responsibility for the detailed preparation of the City's annual operating and capital budgets. Serves as operations coordinator for all City financial departments, specifically the offices of the Auditor, Tax Collector, Assessor and Treasurer; ensures that all revenues and expenses relevant to the development of the municipal budget are accurately and promptly tracked; develops annual projections and multiple-year forecasts of such revenues and expenses; advises the Mayor and City Council Finance Committee of all financial matters. May serve as the Treasurer and/or Tax Collector with all duties and responsibilities of said position. Provides professional financial management advice to the Mayor, City Council and all department heads as needed to ensure sound short-term and long-term fiscal stability. Monitors and coordinates the financing and expenditure of major capital projects from all departments.

### **Minimum Qualifications:**

CPA or master's degree in public/business administration, management, finance, accounting, or related field; and 5 or more years of progressively responsible supervisory experience in municipal government with an emphasis in accounting, finance or budget or any equivalent combination of education and experience or any equivalent combination of education and experience.

Knowledge of KVS software desirable; Thorough knowledge of municipal finance, budget management, investment markets, business principles, personnel management, collective bargaining, and the laws which affect local government. Ability to manage multiple tasks, operations and deadlines simultaneously. Ability to develop working relationships with subordinates and other City departments. Strong oral communication skills and the ability to represent the City. Excellent writing and organizations skills required. Ability to analyze a wide range of material from municipal operations to help the Mayor formulate policies and to make recommendations to the Mayor and City Council for the short- and long-term benefit of the City.

### **To Apply:**

Applicants who wish to be considered for this position may submit an application to the Personnel Director, Easthampton Municipal Building, 50 Payson Avenue, Easthampton, MA 01027 on or before the above closing date. **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**