



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

September 2, 2021

**JOB #2021-030**

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** **CHIEF FINANCIAL OFFICER/FINANCE DIRECTOR/AUDITOR**  
**Auditors Office**

**HOURS OF WORK:** **Monday – Friday 8:00 a.m. – 4:00 p.m.**  
**Full-Time/35 hours per week**

**SALARY:** **\$140,000 PER YEAR**  
**Plus annual retirement board stipend of \$3,000**

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Responsibilities include maintenance of accounting/financial records in accordance with the UMAS accounting system, Massachusetts General Laws and DOR rules and regulations. Preparation of Schedule A, Balance Sheet and all other required reports and assist in preparing tax recap sheet. Preparation and approval of payroll and vendor warrants and performance of all other required duties of City Auditor. Responsible for preparation and monitoring of the City's entire appropriation budget and developing and prioritizing a capital needs program. Coordinate activities relating to City borrowing including periodic meetings and discussions with bond rating and state agencies. Audits appropriations, revenue monitoring, and forecasting. Develops and reviews financial policies and best practices and oversees internal and external auditing activities. Provides sound financial advice to the Mayor, City Council, and other staff as required.

The Chief Financial Officer/Finance Director/Auditor coordinates/oversees the Assessors, Purchasing, and Treasurer/Collector Departments. The Auditor serves as the Ex-Officio member of the Retirement Board.

**SUPERVISION RECEIVED:**

Reports directly to the Mayor.

**RESPONSIBILITIES:**

- Assumes full management responsibility for all finance department services and activities.
- Recommends and administers financial policies and procedures across city government; control and evaluate departments budget to actual spending.
- Manage the development and implementation of department goals, objective, written policies, priorities, and internal controls for each finance division.
- Ensure that the City's financial statements are presented in accordance with Generally Accepted Accounting Principles (GAAP).
- Reviews/updates/revises the City's multi-year Capital Improvement Plan.
- Coordinates activities relating to City borrowing including periodic meetings and discussions with bond rating and state agencies.
- Plans, directs and coordinates the Auditor's office work plan, assigns projects and programmatic areas of responsibility, reviews and evaluates work methods and procedures, meets with staff to identify and solve problems as necessary.



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- Performs analysis and conducts research into financial related matters before the City.
- Attend and present before the Haverhill City Council as required by the Mayor.
- Creates and establishes accounting for monies received by and paid from the City; maintains accurate records, internal controls, and balances and guides budget appropriations.
- Oversees and manages the compilation of financial and statistical information for financials, bond issues, debt projections and payment schedules, and the compilation of the Comprehensive Annual Financial Report.
- Oversees accounting and preparation for the annual internal and external audits; selects and coordinates efforts of external auditors.
- Reviews and audits all state and federal grants, including but not limited to ARPA funding.
- Other relevant duties as assigned and required.

Employee consults where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives. The employee is also expected to resolve all conflicts that arise and coordinate with others as necessary.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **SUPERVISORY RESPONSIBILITY:**

Supervisory responsibility for a major department and divisions of the City with responsibility for the supervision over individuals including service delivery, training, evaluation and disciplining of subordinates, budget development and control. Directs and coordinates the operation of the department through subordinate supervisors who are responsible for supervision over individual departments. The employee provides direct management responsibility over assigned employees.

## **NATURE AND PURPOSE OF RELATIONSHIPS:**

The employee has constant interaction with local, state, and federal government officials, as well as other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well-being of the municipality.

## **QUALIFICATIONS NEEDED:**

**Knowledge:** 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.

**Abilities:** 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 respond effectively to constant changes in work demands. Ability to develop, implement and monitor the effectiveness of a wide range of employee services and programs. Ability to work effectively with confidential information. Ability to communicate effectively with aggrieved employees. Ability to manage multiple tasks in a detailed and accurate manner. Ability to foster and support a learning environment within a diverse workforce and promulgate best practices



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for inclusion and equity. Ability to maintain a high level of confidentiality. Ability to work closely with City departments.

**Skills:** Excellent work ethic. Excellent written and verbal communication and listening skills. Skilled public speaker and effective small-group facilitator. Tactful, discreet, and compassionate strategic thinker. Mastery of all standard office software programs such as Microsoft Office Suite (especially Excel), as well as commonly used municipal finance software systems (such as BudgetSense and/or Harpers Payroll software).

**Licenses:** Massachusetts Municipal Auditors' & Accountants' Association Certified Government Accountant (or ability to obtain).

**Education:** Bachelor's Degree and minimum of seven (7) years of work experience in the field of municipal finance. Master's Degree preferred; 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.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

## **PHYSICAL REQUIREMENTS:**

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory. May require attendance to evening meetings.

## **CLOSING DATE:**

## **OPEN UNTIL POSITION IS FILLED**

## **ADDRESS ALL COVER LETTERS AND RESUMES TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2021-030 WHEN APPLYING ONLINE.**