

DRAFT 4

TOWN OF BOLTON

Title: Chief Financial Officer

Summary: The Town of Bolton is looking for a Chief Financial Officer to provide strategic leadership for all municipal financial operations, including budgeting, accounting, treasury, grants, and long-term financial planning. The role advises Town leadership on fiscal policy, ensures financial integrity and compliance, and leads the Finance Department to support efficient, transparent, and sustainable operations.

Position Definition: Plans, organizes and directs all accounting work, cash and debt management, payroll and purchasing, revenue collection, financial planning, budget administration, employee benefit plan administration, grant administration and risk management. Plans, manages and administers financial management systems utilized by the Town. Performs the duties of Town Treasurer or Deputy Treasurer as appointed.

Supervision Received: Reports directly to the Town Administrator.

Supervision Exercised: Provides strategic leadership and general supervision to **payroll and accounts payables (4)** staff in the Town's Finance Department. Fosters a culture of accountability and professional development, utilizing inclusive practices to build and mentor high-performing teams.

Examples of Essential Duties

I. Financial Leadership & Strategic Planning

Coordinate the preparation and administration of the annual budget, sub-budgets, related funds, grant programs, and indebtedness program, including:

- Budget scenarios and financial modeling.
- Revenue and expenditure forecasting.
- Mill rate recommendation with the Tax Collector and Assessor.
- Staff liaison to the Finance Committee.
- Preparation of agendas, reports, analyses, and presentations.
- Financial guidance during budget deliberations.
- Public presentation of budget recommendations.
- Advice on municipal finance best practices, capital planning, and funding strategies.

Financial Leadership & Strategic Planning:

- Serve as the Town's chief financial strategist and advisor.
- Develop multi-year financial plans.
- Advise on fiscal policy, reserves, debt, and long-term obligations.
- Evaluate financial impacts of proposed initiatives.
- Recommend funding strategies for major capital investments.

II. Financial Operations, Budget Administration & Treasury

Supervise the collection, safekeeping, distribution, accounting, reporting, and recordkeeping of Town funds.

Oversee budget administration, maintain the chart of accounts, strengthen financial policies and internal controls, and streamline:

- Accounts payable
- Purchasing approvals
- Invoice processing
- Department budget monitoring
- Electronic workflows
- Reporting automation

Manage cash flow, investments, borrowing strategies, revenue and expenditure forecasting, and expenditure authorization.

III. Financial Reporting, Audit & Compliance

Prepare executive-level financial reports and meet regularly with the Finance Committee and Board of Selectmen.

Prepare financial presentations, analyses, and reports for elected officials, community organizations, and the public, **including but not limited to the Annual Comprehensive Financial Report (3)**

Lead the annual audit, bond offerings, state and federal reporting, audit readiness, internal controls, corrective action plans, fixed asset accounting, and implementation of audit recommendations. **Oversee bonding processes including preparation of official statements and management of the financial-advisor relationship (6).**

IV. Grants, Purchasing & Risk Management

Coordinate bidding and purchasing, employee benefits administration, insurance risk management, and administration of federal, state, and local grants, including financial reporting and grant compliance.

V. Intergovernmental & External Coordination

Coordinate financial activities with the Superintendent of Schools and School Business Office.

Serve as Finance Director for the Bolton Lakes Regional Water Pollution Control Authority (BLRWPCA).

VI. Technology, Process Improvement & Organizational Leadership

Lead the identification, implementation, and integration of financial management systems, standardize procedures, and oversee change management and reporting technology improvements. **Experience with Tyler School ERP Pro is preferred (5).**

Supervise Finance Department staff and foster accountability, professional development, and high-performing teams.

VII. Other Duties

Perform other duties as assigned.

VIII. Minimum Qualifications Required

Bachelor's degree in accounting, finance, business administration, or public administration required; master's degree preferred. Certified Public Finance Officer certification, or progress toward certification, is also preferred. Minimum of six years' experience (preferred) in municipal government, finance, public administration, school finance, or business management, including demonstrated team leadership experience **(1,2,3).**

License or Certificate: Current Motor Vehicle Operator's License.

Physical Exertion/Environmental Conditions: Performs duties primarily in an office setting. Some highway driving may be required. The physical demands described are representative of those that must be met to successfully perform essential job functions. Duties require sitting and walking around; talking and hearing; using hands to feel, or operate objects, tools or controls; and reaching with hands and arms. Exposure to computer screens. Ability to lift and/or move up to 25 pounds. Vision ability includes close vision and ability to adjust focus. Some stress involved in public contact.

Note: The description is illustrative of tasks and responsibility. It is not meant to be all-inclusive of every task and responsibility.