



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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Human Resources Manager
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Finance Director Town of Millis

The Town of Millis is seeking an experienced and innovative leader to serve as the Town's next Finance Director. The Finance Director will serve under the administrative direction of the Town Administrator and Superintendent of Schools. The Finance Director is the key financial liaison between the Town and Schools and serves as the senior advisor to the Finance Committee. The Finance Director oversees the Accounting, Assessing, and Treasurer/Collector Departments. Responsibilities include preparation of an operating budget of approximately \$45,000,000.00 as well as financial planning analyses and long-range financial forecasting.

A successful candidate must possess strong management, planning, analytical and problem-solving skills, must be proficient in municipal accounting, auditing, and financial reporting skills; must be able to communicate effectively with internal and external parties; must have self-confidence to exercise independent judgement.

Must be a Certified Governmental Accountant (CGA), as designated by the Massachusetts Municipal Auditors' and Accountants' Association.

The Town of Millis offers a competitive benefits package including health, dental, group and optional life insurance, flexible spending account and generous paid time off. Full job description available at <https://www.millisma.gov/home/pages/employment-volunteer-opportunities>

Starting salary commensurate with experience \$130,000 - \$150,000

Applications are available upon request at the Town Administrator's Office, Veterans Memorial Building, 900 Main Street, Millis, MA 02054, or at [millisma.gov](https://www.millisma.gov). Completed job application and resume should be returned to the Town Administrator's Office at townadministratorsoffice@millisma.gov

Applications will be accepted through March 25, 2024

The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.