



WILLIAM LANTIGUA
MAYOR

FRANK BONET
INTERIM PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall Room 303
200 Common Street
Lawrence Massachusetts 01840

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JOB POSTING

Title: Director of Budget and Finance
Department: Budget & Finance Department
Pay Grade: Grade 8 (\$80,000-\$95,000)
Union: Contract Position, Non-Union/Exempt

Duties: Position is responsible for department level management of the City's Budget and Finance Department; administering and managing the City's integrated financial management structure, including accounting and reporting; property assessing and administration; treasury; internal audit; debt management; property tax, water/sewer, parking ticket billing and collection, and the centralized collection of all other miscellaneous city revenues; budget administration; and information systems management.

1. Provides general financial planning and administration for the City; prepares financial statements to report on finances, results of operations, and cash flows; supervises the yearly financial audit conducted by independent auditors.
2. Manages the Comptroller, Treasury, Revenue Collection, Information Technology, Assessing, Purchasing, Payroll, and Budget Analysis Divisions within the Finance Department; ensures the proper training and supervision of office staff.
3. Provides administrative direction for each Division's activities; resolves problems that may arise within each Division, coordinates and oversees activities including billing and/or collection of all funds; investment and/or management of cash; allocation of available funds; monitoring of city expenditures; disbursement of funds for goods and services; accounting for and reporting of all funds; debt management; coordinating procurement processes with department; property assessment oversight; property assessment administration; and the operation and implementation of centralized information systems.
4. Oversees the annual preparation and adoption of the City's budget; develops and administers departmental operating and capital budgets.
5. Manages and monitors the performance of the City's financial systems; ensures compliance with appropriate standards; provides assistance and advises on all fiscal matters.
6. Establishes financial and administrative objectives; develops and administers financial policies and procedures to ensure sound financial management, fiscal integrity, and fiscal stability.



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7. Presents complex financial reports to the Mayor, Budget and Finance Committee, City Council, elected officials, the investment community, and other stakeholders; assists in the preparation of City Council Agenda submissions concerning appropriations; attends meetings and provides information and follow up, as needed.
8. Directs special projects as assigned by the supervisor.
9. Performs other duties as assigned by the supervisor.

Qualifications: A candidate for this position should have a Master's Degree in Business Administration, Public Finance, or related field, and ten (10) years of progressively responsible experience in governmental financial management; or an equivalent combination of education and experience, and the ability to be bonded by an insurance carrier.

Appointing Authority: _____
William Lantigua, Mayor

Posting Date: 01-20-2010

Deadline: UNTIL FILLED

**APPLICATIONS AND FULL JOB DESCRIPTION ARE AVAILABLE IN THE CITY OF
LAWRENCE PERSONNEL DEPARTMENT**

The City of Lawrence is Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Interim Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.