

HELP WANTED
TOWN OF MARLBOROUGH
AN EQUAL OPPORTUNITY EMPLOYER
FINANCE DIRECTOR / ASSISTANT TREASURER

The Town of Marlborough is accepting applications for a Finance Director / Assistant Treasurer. The duties include planning, organizing and directing accounting functions and reporting for cash management, purchasing, debt management, revenue collection, budgeting and payroll. Performs administration of employee insurance and benefit programs. Collects data and performs analysis to prepare the operating and capital improvement budgets. Advises the Board of Selectmen, Board of Finance and Treasurer regarding fiscal matters and acts in an advisory capacity for collective bargaining negotiations. Supervises Accounting Clerk and attends board meetings as required. Reports directly to the CEO and / or Treasurer on policies and procedures as necessary. Coordinates closely with the Board of Finance and external auditors.

Experience with MUNIS municipal accounting software, Master's/Bachelor's degree in Accounting or Business Administration preferred. Salary depending on experience.

A Town of Marlborough Employment Application and resume must be submitted along with a copy of any diplomas certifying level of education. Application and complete job description may be found on the town website under Town Clerk's Department at: <https://www.marlbroughct.net/index.php/boards-commissions/departments/town-clerk> or by calling 860-295-6206.

Submit completed applications to:

Town Clerk
P.O. Box 29
26 North Main Street
Marlborough, CT 06447

You may also email to townclerk@marlbroughct.net.

Position will remain open until filled.

We consider applicants for all positions without regard to race, creed, religion, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.