



FALMOUTH, MAINE

Opportunity awaits



FINANCE DIRECTOR



Quick Facts

- Population (2020): 12,444
- Median Age: 47.7 years
- Workforce Participation Rate: 68.9%
- Median Household Income: \$144,118
- Median Home Value: \$804,500
- Population Below Poverty Line: 1%
- Home Ownership Rate: 86%

THE COMMUNITY

Falmouth is located in Cumberland County, just north of Portland on the coast of Maine. With a population of 12,444 people, the community covers about 32 square miles from its coastline along Casco Bay and the Presumpscot River to rural areas, rolling hills, and Highland Lake further inland.

Attractions include the local harbor and Town Landing. Falmouth's harbor is the largest north of Marblehead, Massachusetts, offering over 3000 moorings for commercial fishing and recreational boaters. A renovated public library, multiple indoor and outdoor ice skating facilities, shopping, theater, fine dining, recreational facilities, 3 golf courses, and a medical center add to Falmouth's appeal. In addition to its water access, Falmouth's many parks, 55+ miles of trails, and open spaces make it a destination for outdoor enthusiasts.

Falmouth's proximity to Portland and ease of access to Interstate 295 and the Maine Turnpike make it a practical choice for commuters, employers, and residents. Located close to the Portland International Jetport and Amtrak rail service, Falmouth provides easy access to most travel destinations. Adjacent to the City of Portland, Falmouth residents enjoy cultural activities, award-winning dining, and a variety of shopping experiences within a short driving distance.





GOVERNANCE & ORGANIZATION

Falmouth is a vibrant, independent town whose Council-Manager form of government provides most services to citizens. A Town Council, consisting of seven councilors who are elected at-large, is the governing body of the Town. Each councilor may serve two consecutive terms of three years each. The Council elects a Chairperson from among its members who presides at all Council meetings and acts as the Town official designated to represent the Town in agreements with other government entities.

The Town Manager is the chief administrative officer and the head of the administrative branch of the Town government. The Town Manager is responsible to the Council for the proper administration of all affairs of the Town.

Along with staff, the Town Manager implements the policies established by the Council and manages day-to-day operations. Senior staff include an Assistant Town Manager and Department Heads who oversee both full and part-time employees.

Several Town boards, committees, and commissions comprised of appointed resident volunteers advise, inform, and assist the Town Council concerning matters within subject areas.

Quick Facts

- 121 FTE
- 162 PTE
- Annual Budget: \$19M
- Last Revaluation: 2022
- Total Town Valuation
\$4,142,414,100 (90%
residential; 10% commercial)

Facilities

- Town Hall
- Police Station
- Fire Stations (3)
- Public Works Building
- Transfer Station & Solar Array
- Community Center
- Wastewater Treatment Plant



THE DEPARTMENT

The Finance Department is responsible for all financial transactions, revenue, and disbursements of the Town, which include processing warrants and payrolls. This Department manages all cash, investments, and insurances as well as all debt service and writing bonds. The Department is responsible for annually completing a Comprehensive Annual Financial Report and both an Operating and Capital Budget. Managing the purchasing process is also part of the Finance Department's responsibilities. The purchasing process includes the maintenance of all bid specifications, bid tabulations, and bid awards.

In addition to the Finance Director, the Department is comprised of three full-time employees, including the Assistant Finance Director, Payroll and Benefits Administrator, and Accounts Payable Specialist, all of whom report to the Finance Director.

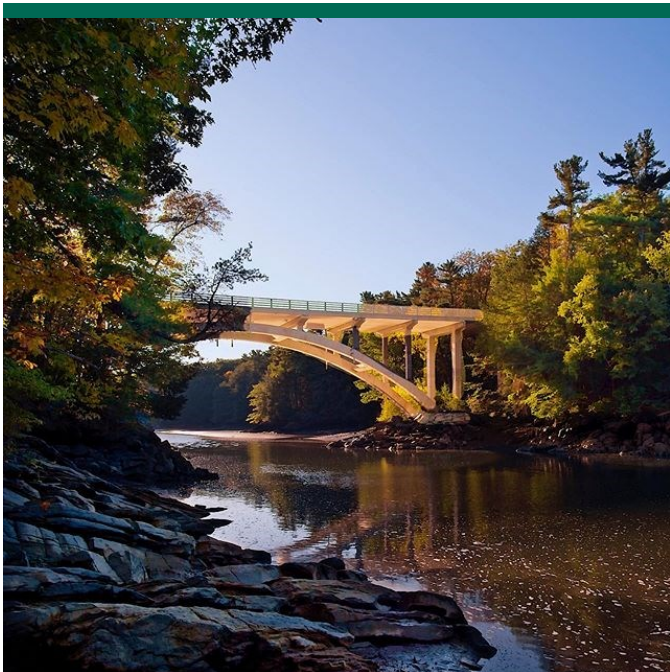
Quick Facts

- Credit Ratings: Moody's Aaa; Standard and Poor's Global Ratings AAA
- Awarded GFOA Certificate of Achievement for Excellence in Financial Reporting (30 consecutive years)
- \$40 Million Cash Portfolio
- Finance Software: Enterprise ERP (Tyler)



THE POSITION

Under the general direction of the Town Manager, the Finance Director manages all financial operations of the Town, including the creation and oversight of a FY24 \$19 million budget and a \$40 million cash portfolio. As the chief financial officer, this position directs all financial functions of the town, including accounting, audit, cash management, budget, purchasing, bonds/debt management, insurance administration, payroll, accounts payable and tax billing. In addition to managing the Finance Department, the position has direct responsibility for its organization, general administration, and efficient operation. The Finance Director exercises considerable independent, professional judgment and initiative in implementing and administering policies and directing work in accordance with applicable laws and regulations.



THE IDEAL CANDIDATE

The Finance Director position requires a highly skilled professional who demonstrates a genuine desire to serve the organization and community through exemplary leadership, judgement, and decision-making abilities. The position requires a leader who communicates effectively and courteously and maintains cordial working relationships with various groups and individuals, including the public.

The ideal candidate will have a knowledge of, and the ability to apply, the principles and practices of short- and long-term planning, organizing, staffing, directing, coordinating and delegating, reporting and budgeting, and financial administration in the operation of a municipal department.

Additional required skills include a thorough knowledge of the principles and practices of municipal accounting and of municipal cash management, and considerable knowledge of the laws and regulations related to municipal accounting, budgeting, finance, and cash management.



OPPORTUNITIES & PRIORITIES

The Finance Director will serve a crucial role in strategically positioning the Town of Falmouth to meet increasing demands for investment capital. In addition to significant long-range planning initiatives, other major projects with significant impact on the financial future of the Town of Falmouth include:

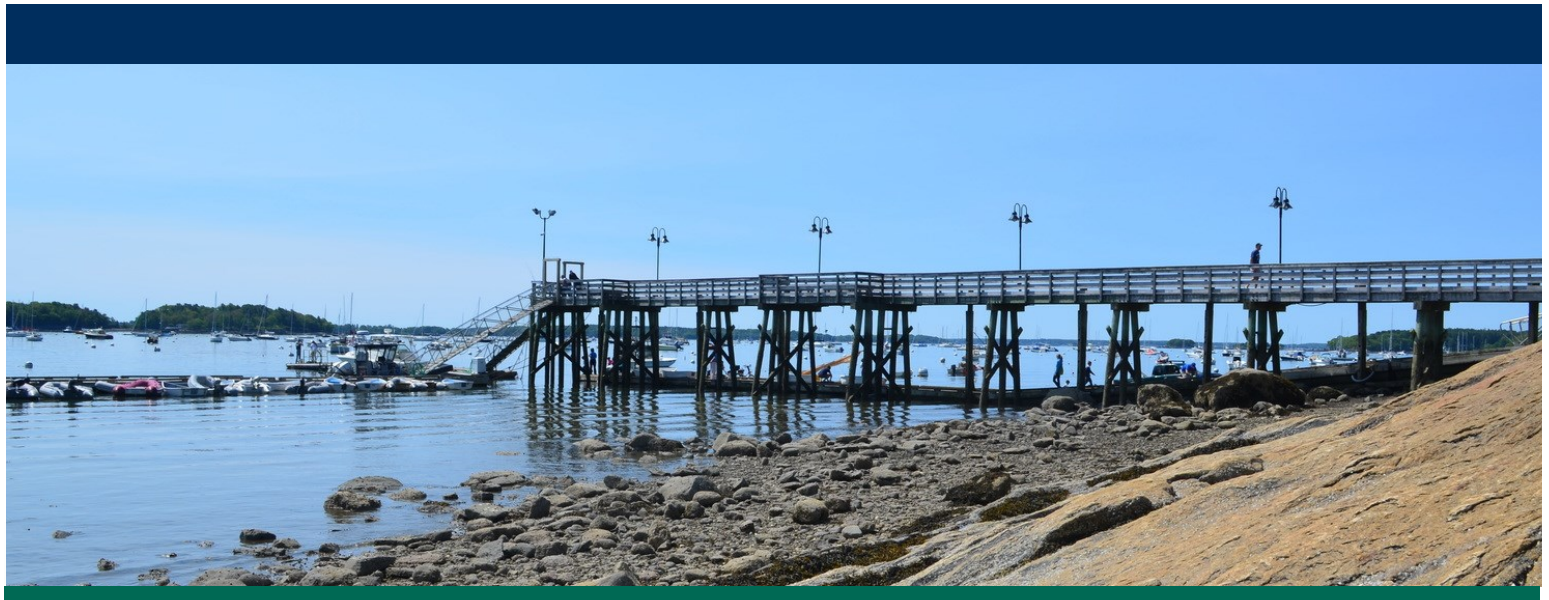
- Identifying and implementing new TIF District opportunities to maximize benefits to the Town's taxpayers.
- Creating a funding plan for the Town's Watershed Management Plan currently under development.
- Funding the implementation of Falmouth's newly adopted Climate Action Plan.
- Planning and budgeting for significant capital improvement projects including a new fire station and public works facility.

Additional special projects include:

- Overseeing the Town's annual senior tax assistance program.
- Monitoring net energy billing credits received from the Town's landfill solar array.

Education & Experience

- Masters preferred; BA required
- CPA/CMA certification desired
- 8 years progressively responsible experience
- Understanding of municipal accounting & cash management
- Current with GASB and other accounting standards



COMPENSATION & BENEFITS

This full-time position offers a competitive salary and excellent benefits package that includes medical insurance, short-term and long-term disability insurance, life insurance, a retirement health savings account, paid vacation, sick, holiday and personal time, and multiple retirement options.

APPLICATION PROCESS

Submit cover letter and resume to: Human Resources, Town of Falmouth, 271 Falmouth Road, Falmouth, ME 04105. Applications can also be e-mailed to hr@falmouthme.org. Resume review will begin March 20. EOE.

For more information, including a job description, visit <https://www.falmouthme.org/finance>.

271 Falmouth Road
Falmouth, ME 04105

207-781-5323
hr@falmouthme.org

www.falmouthme.org



Resources

Town of Falmouth

www.falmouthme.org

Finance Department

www.falmouthme.org/finance