



## **CITY OF FALL RIVER JOB POSTING**

**The City of Fall River Department of Financial Services has the following vacancy:**

### **Director of Financial Services (Chief Financial Officer)**

**Date:** August 5, 2025  
**Salary:** Per Contract – Commensurate with Experience  
**Schedule:** Monday through Thursday 8 a.m. to 4 p.m., Friday 8 a.m. to 3 p.m.  
Evening meetings as needed.

Please submit your letter of interest, resume, and two (2) letters of recommendation to: Nick Macolini, Human Resources Director, City of Fall River, One Government Center Fall River, MA 02722 or e-mail as a PDF to [namacolini@fallriverma.gov](mailto:namacolini@fallriverma.gov) by August 29, 2025.

### **JOB DESCRIPTION**

The Chief Financial Officer/Director of Financial Services (CFO) is responsible for planning, directing, controlling, and reporting on the City's financial position, and financial and accounting functions and operations. The CFO serves as the Department Head of the Department of Financial Services which includes five Divisions – the Assessor Division, Auditor Division, Collector Division, Purchasing Division and Treasurer Division. The position encompasses the statutory powers and duties of controllers, accountants, and auditors, as well as additional responsibilities conferred by Charter and City Ordinances.

The City's operating budget for FY26 is \$452 million, with the budgets of the three Enterprise funds adding another \$64 million. The CFO provides financial guidance to more than 8 department heads and more than twenty-five division heads and directly supervises four employees.

### **ESSENTIAL FUNCTIONS**

The Chief Financial Officer/Director of Financial Services (CFO) is appointed by the Mayor and shall be employed by contract for a period not exceeding three years. The terms and conditions of the contract shall be determined by the Mayor and approved by the City Council. They are responsible for safeguarding the financial assets of the City of Fall River ("the City") in accordance with the City's investment policy, exercising general supervision over the day-to-day administration of the City's payroll system, accounts payable system and general ledger; exercising general supervision over the maintenance all fund accounts; monitoring expenditures; coordinating the annual budget process; reviewing recommendations from the Treasurer/Collector recommending and implementing new and evolving procedures for processing financial transactions and establishing associated financial controls; overseeing the preparation of all required financial reports and documents; and supervising the Treasurer/Collector, City Auditor, Purchasing Agent, Assessor, and their staffs. The CFO may serve on the City of Fall River Retirement Board which oversees the City of Fall River Contributory Retirement System and approves the assumed actuarial rate of return on investments, manages the system, and maintains the postemployment health care benefits for certain retirees.

## **ESSENTIAL FUNCTIONS (Continued)**

if so appointed by the Mayor. The CFO is also responsible for exercising general supervision over the Purchasing Agent to ensure that all City services and purchasing contracts are maintained in compliance with applicable law. The CFO is responsible for coordinating external and internal audits.

This position requires the exercise of significant independent judgment in the performance of its duties. The CFO plays a key role in the City's long range financial planning, bond rating, and debt structure.

Specifically:

1. Plans, directs, coordinates and controls all financial and accounting functions for the City. This position holds the highest level of access to all aspects of the City's Financial system. Provides general supervision over access and grants appropriate permissions to Department Heads and their staff for the MUNIS financial system. The CFO coordinates MUNIS training to department heads, division heads and clerical staff upon request.
2. Generally supervises the maintenance of all City accounting records; preparation of financial statements including statements and reports required by the City, the Commonwealth of Massachusetts/Department of Revenue, and the reporting on Federal Government Grants. Is familiar with Massachusetts General Laws relating to Finance, and various Government Accounting Standards Board (GASB) rules.
3. After forecasting available revenues, works with the City Administrator to suggest pathways toward a balanced budget, and recommends budget guidelines to get there, for discussion and approval by the Mayor.
4. Assists in development of departmental budget requests, reviews requests for format, completeness and accuracy prior to submission to the City Administrator and Mayor for review.
5. Provides general supervision over the authorization of payment of all City obligations, after securing required approvals and required documentation. Provides general supervision over the maintenance of payroll and other financial records relating to all municipal personnel. Together with the City Auditor monitors all expenditures of City funds and ensures compliance with legally authorized budgets. Based on input and recommendation from the City Auditor, provides timely reports to the Mayor, City Administrator and other Department Heads of actual or foreseeable incurring of obligations or expenditures of funds in excess of budgeted appropriations. Assists Department Heads with avoiding and resolving projected shortfalls.
6. Coordinates the fiscal planning for the City; Provides general supervision in preparation of annual City-wide financial plan and long and short-range capital budget program. Recommends project timing and financing solutions. Creates tax impact models for capital projects. Plays a key role in structuring and timing of capital project-related debt.
7. May serve as a member of the Retirement Board if so appointed by the Mayor. With other Retirement Board members, oversees daily operations of Retirement Administrator and staff. As a Board member, approves investment manager and strategies for Retirement Funds and OPEB Funds for the City, and approves disability and superannuation retirements.

## **ESSENTIAL FUNCTIONS (Continued)**

8. Monitors the activities of the Financial Services Department, and all Divisions thereof for adherence to policies, timeliness and accuracy. Ensures modern routines and technology, and strong financial controls.
9. In conjunction with the City Auditor and Treasurer, prepares the City's debt management plan, including recommendations for bonding, short-term borrowing and self-funding.
10. Assists the Mayor and City Administrator in developing and maintaining risk management programs for property and casualty exposure areas; identifies potential hazards together with City Administrator and Corporation Counsel explains the provisions of the insuring agreements to department managers in order to avoid municipal liability; together with City Administrator and Corporation Counsel evaluates the causes and claims of risks and works with appropriate department head to minimize the City's exposure; together with the Corporation Counsel coordinates the processing of all insurance claims, ensures compliance with provisions of each insurance policy to prevent lapses in coverage, and determines the appropriate coverage levels required.
11. Provides general oversight of the Purchasing Agent/Chief Procurement officer in development and implementation of purchasing and inventory control procedures. Together with the Custodian of Tax Possessions administers the disposal of Tax Possessions, together with the Purchasing Agent/Chief Procurement Office, and the City Council to dispose of surplus City property.
12. Provides general oversight of the City Auditor's maintenance of files of City contracts.
13. Provides general supervision of the daily activities of Financial Services Department staff, through the Treasurer/Collector, City Assessor, City Auditor and Purchasing Agent. Ensures that all Finance employees are provided the opportunity to stay current and advance in their fields, by securing ample funds annually for professional development, education, and training.
14. Together with the City Auditor, oversees the City's audit, preparing formal response to the audit and implementing approved recommendations. Coordinates the activities of the external auditors and provides general supervision of the City Auditor's internal audits. Participates in procuring Audit Services.
15. Works with the Mayor and City Administrator in monitoring and updating all City financial policies.
16. Represents the Administration at City Council meetings and committees thereof, board meetings, community meetings, and at the State level as the City's highest fiscal officer.
17. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS, EDUCATION & EXPERIENCE**

- At least ten (10) years of experience in finance, preferably in a municipal environment.
- Bachelor's Degree in Accounting, Finance, or related field required; Master's Degree in Accounting or Finance, or CPA preferred.
- Designation as a certified collector, treasurer, governmental accountant, and/or public purchasing official is desired.
- Supervisory experience in organization(s) with annual revenues of at least \$100 million.
- Broad knowledge of applicable Federal and state laws, codes and regulations.
- Proficiency in the use of spreadsheet applications, databases, and automated financial systems. MUNIS proficiency is highly desirable.
- Familiarity with cyber risks and security concerns
- Experienced and comfortable with public speaking, presenting to audiences of all sizes in person, on Zoom and on public media channels.

The Mayor with the assistance of the Director of Human Resources reserves the right to consider other qualifications and abilities of applicants for this position, and to waive any requirements as long as such waiver is consistent with requirements of State law pertaining to this position and is in the best interest of the City of Fall River.

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