Sudbury
Water District
199 RAYMOND ROAD
P.O. BOX 111
SUDBURY, MASSACHUSETTS 01776

Sudbury Water District

Job Description

October 15, 2026

Finance Director (FD)

This position is the chief day-to-day financial officer of the Sudbury Water District. It reports directly to the Sudbury Water District's Executive Director. It oversees all financial and accounting operations including budgeting, compliance with Mass DOR reporting requirements and all internal controls to provide fiscal integrity. It works closely with the Sudbury Water District's Treasurer and the Board of Commissioners. It also assists the Executive Administrator and other Admin staff with customer complaints, water quality inquiries, email communications, and other office-related duties, as required.

Key Responsibilities:

- ***Accounting and Reporting Responsibilities:***
    - Maintaining books and records for the preparation of Comprehensive Annual Financial Reports (CAFRs) compliant with GASB standards; coordinate with auditors. Submit all requirement documentation to Mass DOR for closing the fiscal year budget and certification of free cash.
    - Track and collect customer receivables and maintain all receivable controls and records to ensure our information is correct and up to date.
    - Process and maintain records and institute controls for accounts payable and prepare checks to pay all approved vendor invoices including preparing the bi-weekly Warrant for the Treasurer to approve and to sign checks before mailing.
    - Administer the payroll processes and prepare payroll information for outside payroll service including maintaining records to comply with all payroll functions, control of benefit time and other payroll maintenance for the District Treasurer to review and approve the Payroll Warrant.
    - Coordinating with the District Treasurer, the Finance Director is responsible for cash flow management and administration, cash transfers, investment of funds, debt issuance and debt administration, banking relationships and all

treasury functions including grant, bond and State revolving Funds administration and reimbursements.
  - Submit quarterly/annual reports for Federal and State grants.
  - Working with the Executive Director and the Treasurer in the preparation and management of the District's annual operating and capital budget, revenue forecasts and pricing, and multi-year financial plans.

- ***Administrative Responsibilities:***

  - Administration of human resource and insurance functions including the management and administration of the MIIA insurance programs (health, dental, life, liability, property, auto) including maintenance and update of employee personnel files.
  - Responsibilities include coordination with the District's Executive Director to administer and manage District supplies and professional service purchasing, including participation in regional purchasing consortiums or COMMBuys, vehicle procurement through county and state vehicle purchasing programs, soliciting quotes and IFB's for other purchases , obtaining approval of invoices by the Executive Director before accounts payable processing and ensuring that purchasing contracts are approved by the Board of Water Commissioners.
  - Responsible being familiar with Massachusetts election laws for the administration of District's Annual and Special Meetings including preparing meeting Warrant and Petition articles, processing candidates' intentions and nominating papers, maintaining elections filing deadlines, printing of warrants and ballots, verifying voter nominating signatures, processing absentee ballots and coordinating with the District's Legal counsel and Clerk for review and approval.

QUALIFICATIONS:

- **Education**: Bachelor's degree in accounting, finance, public administration, or related field; Master's (MPA, or Accounting) preferred.
- **Experience**: 8–15 years in municipal or governmental finance; 5 years financial management, with related certification (CGFO, CPFO).
- **Skills**: Strong analytical, budgeting, and financial reporting skills; proficiency in governmental accounting standards; leadership and communication abilities.

SALARY RANGE:
$100K–$135K,