

Biddeford Maine
Finance Director

Biddeford, Maine (21,277) the principal commercial center of York County and suburban community of Portland is seeking an experienced, principled finance executive to serve as its next Finance Director. Biddeford strives to be a premier community that is committed to providing a safe, resident and business-friendly environment, with high quality services, excellent schools, and a responsive, transparent government. The City is seen as an innovative leader that has experienced economic revival centered around a nationally recognized community investment in its downtown. Spanning a total area of 59 square miles, Biddeford provides a full range of municipal services with a budget of \$34 million, including capital outlay of \$1.4 million.

Biddeford, one of the earliest European settlements in the United States, is a growing and transforming community which has evolved into a warm, welcoming, and diverse city with easy access to Portland. It is a coastal community which includes the neighborhoods of Biddeford Pool, Fortunes Rocks and Granite Point. With much to offer, the city aims to be a vibrant place where families want to live, work and play.

- This Finance Director serves as the City's Chief Financial Officer responsible for the planning and direction of financial operations of the city, including financial planning, budget administration, general accounting and reporting, payroll, purchasing, debt administration, revenue billing and collection, and Tax Increment Finance (TIF)/economic development funds.
- The Finance Director position is appointed by and reports to the City Manager and is an integral part of the executive leadership team. The Finance Director is a hands-on position responsible for oversight and management of all Finance Department operations and staff, which includes four full-time positions (a Deputy Director, Tax Collector, Finance Clerk/Accounts Receivable, Accounts Payable/Payroll Specialist).
- The City of Biddeford operates under the Council/Manager form of government. The Mayor and the nine members of the City Council, (two are elected at large and seven from each of the City's seven wards on a staggered basis for two-year terms) are led by its elected President. The City departments include General Government, Public Safety, Public Works and Public Services.
- The Finance Director is responsible for supporting and participating in an annual audit and preparing and submitting a Comprehensive Annual Financial Report to the GFOA.

The next Finance Director must have strong communication, analytical and financial management skills, be of high integrity, responsive, and work well within a professional management team. Candidates must have a Bachelor's degree in Public or Business Administration, Accounting, Financial Management or other applicable field, with at least five years of accounting and increasingly responsible management experience, of which three years is at management level, preferably in municipal government. Experience in Maine, with Munis Software, a Master's degree and/or CPA preferred. Any combination of education and experience that provides the equivalent knowledge, skills and abilities will be considered.

The starting salary range is \$90,000 to \$115,000 DOQ. The City of Biddeford offers a comprehensive benefit plan which includes contributions to medical, dental, life insurance and the Maine Public Employee Retirement System (MPERS), student loan reimbursement, optional 457 plan, and paid vacation, personal, sick and holiday time.

Apply online at www.GovHRjobs.com with a resume, cover letter and contact information for five professional references by June 25, 2021. Confidential inquiries are encouraged and should be directed to Michael Jaillet, Vice President, GovHR USA at 781-760-3658 or mjaillet@govhrusa.com.

The City of Biddeford is an Equal Opportunity Employer and values diversity at all levels of its workforce.

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