

Finance/Human Resource Director City of Gardiner, Maine

The City of Gardiner, Maine (pop. 5,800) seeks a dedicated, organized, and enthusiastic professional to fill the position of Director of Finance and Human Resources

The Director of Finance and Human Resources is responsible for leading all duties associated with finance and accounting and human resources for the City. The position is also responsible for managing the front office team of five people who provide tax collection, general services, permits and fees, and voter services. The Director safeguards the City's assets through the maintenance of accurate financial records and the preparation of accurate monthly and annual financial statements for the City, in accordance with all applicable policies, procedures, and regulations. Every year, the Director works with the City Manager and other department heads to develop the annual budget for presentation to the City Council.

Candidates should understand generally accepted accounting principles, municipal accounting and laws, human resource requirements, and the expectations of Department Head level managers in a service center municipality. Successful candidates will have experience working with state and federal grant budgets, complex tax increment finance district accounting, and public safety finances. The City requires that the candidate have experience making presentations in public settings and working collaboratively with the City Manager, the other Department Heads, the City Council, and the public.

The preferred candidate will hold, at a minimum, an associate degree in accounting or a related field with 3 to 5 years of municipal accounting experience or related education and knowledge. Familiarity with the TRIO financial software is preferred, and the candidate must be highly proficient in using excel spreadsheets to develop detailed analyses and calculations. Candidate must have management experience, be detail oriented, and highly organized. They must also have a professional attitude, be a team player, and work well under pressure in a busy office environment. Equivalent combination of experience and education that demonstrates the required skills and abilities will be considered.

The salary is \$84,000, with a generous benefit package. Applicants should send cover letter, resume, and references by 5/2/2022 to: Anne Davis, Acting City Manager, 6 Church Street, Gardiner, ME 04345, or via email to adavis@gardinermaine.com.

For more information, including a complete job description, please visit www.gardinermaine.com.

The City of Gardiner is an equal opportunity employer.