



TOWN OF KENNEBUNKPORT, MAINE

Finance Director

Finance Department

The Town of Kennebunkport is seeking a self-motivated, detail-oriented, organized, financial guru to join our dynamic team as the Finance Director. Kennebunkport is a jewel along Maine's coast and hosts a year-round population of approximately 3,700 but swells with summer residents and visitors during the summer months.

This full-time, 40-hour position is responsible for all duties associated with finance and accounting for the Town. The position serves as a safeguard of the Town's assets through the maintenance of accurate financial records and the preparation of accurate monthly and annual financial statements for the Town, in accordance with all applicable policies, procedures, and regulations. Candidates should have an understanding of municipal accounting and laws, office procedures, and supervisory experience.

The preferred candidate will hold an associate's degree in a related field with a minimum of 3 years of municipal accounting experience or related education and knowledge. Bachelor's degree is preferred. An equivalent combination of experience and education that demonstrates possession of the required skills and abilities will be considered. Candidate must be detail-oriented, highly organized, flexible, enjoy working with the public, have an outgoing positive attitude, be a team player, and work well under pressure in a very busy office environment.

The Town of Kennebunkport is an equal opportunity employer and offers a competitive wage and benefit package with a salary range of \$85,000 to \$105,000 (commensurate with experience).

Please submit a town application with three references, a letter of interest, and a resume, to Yanina Nickless, Human Resources Administrator, Town of Kennebunkport, P.O. Box 566, Kennebunkport, Maine 04046 or via email to ynickless@kennebunkportme.gov. Applications are also available at the Town of Kennebunkport website (<https://www.kennebunkportme.gov/human-resources/pages/employment-opportunities>).

The position will remain open until filled, but the review of resumes will begin on **June 17, 2022**.