



# City of Framingham, MA

January 5, 2026

## Position Vacancy

RFP #26-036-01

<b>Position:</b>	<b>Chief Financial Officer/Director of Administration &amp; Finance</b>
<b>Department:</b>	<b>Executive Office/Office of the CFO</b>
<b>Salary Range:</b>	<b>Classification: DH-4</b> <b>Full Range: \$178,500 – \$249,900</b> <b>Anticipated Hiring Range: \$178,500 - \$205,000</b>
<b>Schedule:</b>	<b>Monday, Wednesday &amp; Thursday 8:30 a.m. to 5:00 p.m.</b> <b>Tuesday 8:30 a.m. to 7:00 p.m.</b> <b>Friday 8:30 a.m. to 12:30 p.m.</b> <b>Evening meetings as needed</b>



*The City of Framingham is currently a 100% onsite work environment.*

- Position will remain open until filled.
- The Chief Financial Officer works from Framingham's Memorial Building, located at 150 Concord Street, which is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipal and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

### **Position Purpose:**

The Chief Financial Officer/Director of Administration and Finance directs all of the administration and financial planning and accounting practices for the City of Framingham. This role formulates all financial policies, plans, and procedures for the City to ensure accuracy, accountability, and efficiency of all municipal and departmental finances. This role ensures quality standards and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs all other duties as required.

### **Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Direct and manage all activities including highly complex technical activities of the Administration and Finance Division composed of Accounting, Assessing, Purchasing, Technology Services, Media Services and Treasurer/Collector.
2. Plan and review all work processes of the Administration and Finance Division. Responsible for coordinating all aspects of the City's overall financial planning and reporting activities in the development of an integrated annual and long-range financial plan which enables the City to fulfill all its legal and contractual financial obligations.
3. Establish, formulate, implement and see that staff adhere to all organizational and financial policies and procedures as they relate to financial management functions including; budgeting, general accounting, debt

and investments, risk management, safety and health programs, billing adjustments, liens and other related financial planning and reporting functions.

4. Oversee the financial services functions of the City to provide for the annual development and implementation of the operating and current expense budgets.
5. Direct the annual formulation and analysis of the capital budget and prioritize projects for capital improvement projects. Determine annual rate revenue requirements and supervise the setting of rates, fees and charges sufficient to meet required levels and maintain compliance with legislation and bond resolutions.
6. Develop and maintain short-term and long-term departmental goals and objectives and responsible for ongoing programs.
7. Supervise all aspects of financial reporting and maintain books and records in accordance with Generally Accepted Accounting Principles.
8. Oversee the preparation of financial statements and documentation for the annual independent audit, other financial analyses as required and the development of accurate and complete financial statements and annual report.
9. Develop short and long-term forecasts of cash receipts, cash transfers and expenditures; develop and maintain five-year integrated financial forecasts including operating and capital budget expenditures and projections of rate revenue requirements; revise forecasts as necessary based on changing internal and external factors and perform sensitivity analyses as needed.
10. Maintain relationships and coordinate with public authorities, financial organizations, independent auditors and other providers of services and information, as required to fulfill the duties of the office.
11. Allows for an adequate cash flow to meet current and projected financial requirements. Oversee the borrowing of funds and collection of rate resources to insure adequate funding for the operations and capital expenditures.
12. Direct the investments of the cash assets, ensure adequate funds to meet commitments by arranging lines of credit and working and depository accounts in appropriate banks.
13. Exercise complete control over the City's financial activities in accordance with statutory regulations, General Revenue Bond Resolution and enabling legislation to ensure sound utilization of financial resources.
14. Perform other related work as may be defined in the City Charter and City Ordinances or as required to fulfill the duties and responsibilities of the position.

**Qualifications:**

- Education, Training and Experience:
  - Bachelor's Degree in Finance, Accounting or a related field; Master's Degree in Accounting, Financial Management preferred
  - Ten (10+) years of progressively responsible experience in accounting or financial management, must have municipal experience in an administrative or management position in which the major duties involved budgeting, financial analysis, cost control or accounting
  - Five (5+) years of experience in a supervisory capacity
  - Certified Public Accountant (CPA) or Certified Government Accountant (CGA) preferred, Certified Government Management Accountant is preferred
- Knowledge of:
  - Principles and practices of municipal finance and accounting and of applicable provisions of the Massachusetts General Laws
  - Computer applications for accounting and financial management
  - Municipal fund accounting, budgeting, and financial reporting
- Ability to:
  - Critically read, interpret, and execute local, state, and federal laws relating to municipal financial activity
  - Analyze and interpret financial data and present findings clearly in written and verbal form
  - Establish and maintain cooperative relationships with officials and governmental representatives.
  - Supervise and coordinate work of employees and maintain effective working relationships
  - Establish goals and objectives for the department
  - Recognize City-wide priorities and work cooperatively to support their accomplishment
  - Identify and analyze complex issues and develop appropriate recommendation
  - Utilize a variety of computer and accounting software systems

- Skills:
  - Microsoft Excel and Word, and other related financial programs
  - Strong aptitude for numbers and details
  - Organizational and analytical
  - Public speaking and decision-making

The City of Framingham will consider an equivalent combination of education and experience.

### **Supervision**

#### *Supervision Scope:*

Performs functions of a complex and technical nature requiring the significant exercise of judgment and initiative ensuring all municipal financial transactions conform to law and professional standards.

#### *Supervision Received:*

Works under the policy direction of the Mayor. Employee functions independently referring issues to supervisor only when required; resolves most problems independently.

#### *Supervision Given:*

Manages all financial affairs and staff and is responsible for the overall direction, coordination, and evaluation of the City Accountant, Technology Services Director, Chief Procurement Officer, Chief Assessor and Treasurer/Collector; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee frequently is required to communicate with colleagues, subordinates, city leaders and members of the public. Must be able to move about city facilities independently.

### **Job Environment:**

- Work is performed under typical office conditions; noise level is moderate. Operates computer, calculator, phone, copier, fax machine, and other standard office equipment.
- Makes regular contacts with local, state and federal offices, department heads, Bond Consultant, Credit Rating Agency, auditing firms, and outside legal counsel. Has limited contact with the general public. Contacts are in person, by telephone and in writing.
- Has access to all municipal financial information and significant confidential information, including bid proposals, negotiating positions and legal proceedings.
- Errors could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the City's financial position; errors may have legal ramifications.

### **Occupational Risk:**

Duties generally do not present occupational risks to the employee.