

Job Description



Chief Financial Officer

1 FTE | POS#100003061

Direct Report	City of New Bedford Mayor	Grade	M-23 Starting Salary: \$161,089*
Department	CFO	FLSA	Exempt
Division	Finance	Bargaining Unit	Non-Union Unit C
Date	July 2025	Location	133 William St.

Homeland Security Emergency Status: Critical Essential
Safety Classification:

Summary

Oversees all City financial activities; develops and implements financial policies, manages the annual budget process, develops long-range financial planning, evaluates business operations, and identifies potential areas for improvement and provides support to elected leadership.

Supervisory Responsibilities

Supervision Scope: This position has significant and formal supervisory responsibilities over all financial Department employees and staff including Management Information Systems (MIS), Assessor, Auditor, Purchasing and Treasurers Offices. Supervisors are responsible for authoring, reviewing, and signing performance reviews.

Supervision Received: Works under the direction of the City of New Bedford Mayor

Supervision Given: This position has significant and formal supervisory responsibilities for all financial Department employees and staff.

Essential Function

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinates and supervises all financial services and activities; develops and maintains uniform systems for all financial planning and operations in all departments, boards, commissions, agencies, or other units of City government.
2. Implements and maintains uniform budget guidelines and procedures, including providing direction and assistance in the development and preparation of all departmental and other budgets and spending plans in accordance with DOR regulations.
3. Monitors the expenditure of all funds, including periodic reporting by or to the appropriate body, agency, or officer of the status of accounts, including the continuing review of the spending plan for each department or activity of the City.
4. Reviews all proposed contracts and obligations with a term or impact of more than one year.
5. Supervises the allotment of funds on a periodic basis.

Job Description



6. Reviews, compiles, and recommends all departmental budgets, the budgets or spending plans for all other activities of the City, requests for supplemental appropriations, and requests for transfers, revenue, or appropriations prior to submission to the Mayor and City Council.
7. Manages relationships with outside financial agencies, including bond rating agencies and Security and Exchange Commission (SEC) filing requirements.
8. Oversees debt; makes presentations to allow for successful sale.
9. Analyzes and recommends all Capital Spending in accordance with City Ordinances.
10. Advises and recommends to the Mayor and City Council, with respect to procurement contract strategy and structure, for long-term contracts for water and sewer utilities, operations, and negotiates terms and conditions.
11. Reviews and makes recommendations for all proposed Tax Increment Financing Agreement and Special Tax Assessments for potential certified projects in Economic Opportunity Area.
12. Aids in all matters related to municipal financial affairs.
13. Submits to the Mayor and City Council a written certification that it is his/her professional opinion, after an evaluation of all pertinent financial information reasonably available, the City's financial resources and revenues are, and will continue to be, adequate to support any proposed expenditure or obligation without a detrimental impact on the continuous provision of the existing level of municipal services; said written certification to be provided in the following instances:
 - a. For every proposed appropriation
 - b. For any City Council vote necessary to effectuate a financial action
 - c. Each transfer, revenue, or appropriation
 - d. For all collective bargaining agreements
 - e. Any Ordinance revision or special legislation which may require the expenditure of funds or otherwise financially obligate the City for a period in excess of a year.
 - f. Any vote to authorize a borrowing pursuant to a provision of law.

The duties listed above are intended only as illustrations of the various types 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. The job description does not constitute an employment agreement between the City of New Bedford and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

Competencies

Leadership	Regulatory Knowledge	Thoroughness & Attention to Detail
Communication Proficiency	Risk Management	Organizational Skills
Independent Judgement	Expert Reporting	Executive Level Critical Thinking

Job Description



Minimum Qualifications

- Master's degree in Accounting, Finance, Business Management, Public Administration, or a related field.
- At least eight years' experience in government accounting, finance, or business management and experience in a senior management role.
- Any equivalent combination of education and experience.

Required Skills and Abilities

- Sound knowledge of municipal legislation related to municipal finance.
- Expert knowledge of financial and auditing principles and practices; internal control systems, procedures; and budget management experience.
- Excellent organizational skills with ability to handle multiple tasks, changing priorities, periodic heavy workload.
- Excellent written and oral communication skills with a skilled, confident, and flexible approach.
- Expert in reading and interpreting spreadsheets, statistical reports, and financial forecasts.
- Ability to establish and maintain an excellent and effective professional working relationship with staff, Mayor, Council, other municipal government agencies, and members of the public.
- Excellent interpersonal skills with the ability to work cooperatively and productively in a team atmosphere, demonstrating initiative and drive.
- Expert computer skills and thorough knowledge of Microsoft Office including Word, Excel and Outlook and municipal financial software Munis.
- Excellent attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to embrace the City's mission and organizational values.

Tools and Equipment Used

Computers, calculators, phones, copy machines, and other general office equipment.

Work Environment

Work is performed in an office setting. Workload and stress levels vary dramatically. The **Chief Financial Officer** makes constant contact with other City departments, State and Federal offices and officials and sometimes members of the public. This requires excellent customer service skills. The **Chief Financial Officer** has access to confidential information about employees, health claims and other sensitive information. The **Chief Financial Officer** is expected to operate in an environment where errors can be costly regarding financial and efficiency of operation loss, with the potential for legal repercussions.

Job Description



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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the CFO is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The position is generally sedentary. The CFO sits most of the time, but may walk or stand for brief periods, may exert up to 10 pounds of force occasionally including having to lift, carry, push, pull, or otherwise move objects. While performing the duties of the job, the incumbent is constantly required to sit, talk, and hear, must be able to listen and accurately record information from employees, executive staff members, other agencies, and members of the public. Vision should be at or correctable to normal ranges. Ability to operate a keyboard and sit at a computer for long periods of time; See Tools & Equip above.

Work Hours

This is a full-time, exempt position with typical 40 hours per week, varied schedules, with required availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

Compensation for Unit C (Management) Positions

All management positions receive an annual salary increase (or "Step" increase), contingent on satisfactory job performance. Step increases are awarded upon the first anniversary of an employee's initial hiring and each year thereafter for the next eleven years of employment. The amount of the annual Step increase varies from 3.50% - 5.00% of the employee's prior year salary. The above position offers a starting salary of \$161,089 in Year/Step 1.