

Finance Department Staffing Solutions

Senior Clerk (Treasurer's Office) · Town IT Director · Budget Analyst

The Finance Department runs payroll, closes the books, manages cash receipts, oversees department's budget, and technology.

FINANCIAL AUDIT FINDINGS

Finding 1: Finance Department is not adequately staffed.

Finding 2: Finance Director's time is diverted to IT support instead of managing Town finances.

These three positions are the direct, documented solution to both findings.

FINANCE RUNS EVERYTHING

- Payroll - every employee in every department gets paid
- Cash Receipts - excise, parking, taxes posted on time
- Book Close - audits and state reporting on schedule
- Budgeting - every department's plan runs through Finance
- Strategic Planning - forecasting and cost savings
- Technology - town-wide systems need IT leadership

THE THREE POSITIONS

- TIER 1. Senior Clerk Treasurer's Office**
- TIER 2. Town IT Director**
- TIER 2. Budget Analyst**

TIER 1

Senior Clerk Treasurer's Office

High turnovers for Treasurers in recent years resets knowledge every time. No anchor = late receipts, delayed books, Finance Director pulled off her work.

- Keeps operations running through any transition
- Posts excise, parking & tax receipts daily
- Closes books on time - audit finding resolved

TIER 2

Town IT Director

Hardware-only IT staff. No one covers servers, software, or syncing. Schools have 5 IT staff; Town has 1. Fiber loop investment sits underutilized.

- Manages servers, software & fiber loop
- Takes IT off the Finance Director completely
- On-site leadership the Consortium can't replace
- Replaces IT equipment identified as vulnerable

TIER 2

Budget Analyst

Finance Director alone does all budget analysis for the entire Town - leaving little time for forecasting, cost savings, quarterly reports, or GFOA transparency.

- Budget books on time for all departments
- GFOA transparency document produced
- Finance Director freed for strategic work

WITH THESE POSITIONS, THE FINANCE DIRECTOR CAN FOCUS ON

Revenue forecasting - plan ahead, maximize non-property tax options

Strategic investment - protect the Town's long-term financial health

Cost benchmarking - find cost efficiencies relative to peer towns

GFOA budget document - national standard for public transparency

Grant pursuit - bring outside money in to cut local tax burden

Quarterly reports - Leadership and residents always know where Town stands

WHAT YOUR VOTE MEANS

IF APPROVED: Payroll gets run. Books close on time. Cash gets posted. Technology gets managed. The Finance Director leads. Every department works better. Every resident is better served.

IF NOT APPROVED: Financial Audit findings go unresolved. The ripple effect continues.