

Town of Bingham

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Office of the Selectmen

Town Manager / Financial Officer

The Town of Bingham is seeking applications from qualified candidates for the position of Town Manager / Chief Financial Officer. This position serves as the Town's chief administrative and financial officer, reporting directly to the Board of Selectmen. Bingham is a small rural community seeking an experienced, hands-on municipal professional committed to responsive local government and sound financial management.

Position Summary

The Town Manager / CFO is responsible for the administration of all municipal operations, implementation of Select Board policies, preparation and oversight of the municipal budget, financial reporting, and supervision of municipal staff. The position also serves as the Town's principal financial advisor.

Duties and Responsibilities

- Administers the day-to-day operations of Town government
- Prepares and manages the annual municipal budget
- Oversees accounting, payroll, accounts payable/receivable, and cash management
- Coordinates the annual audit and required state and federal financial reporting
- Assists the Select Board with tax rate setting and long-term financial planning
- Attends Select Board and Town meetings; prepares agendas and reports
- Supervises and evaluates Town employees
- Ensures compliance with all applicable laws, ordinances, and policies
- Serves as liaison to residents, businesses, and outside agencies
- Assists with grants, capital planning, and infrastructure projects

Qualifications

- Bachelor's degree in public administration, finance, accounting, business, or related field, or equivalent combination of education and experience
- Municipal or public-sector management experience preferred • Strong knowledge of municipal finance and budgeting
- Familiarity with Maine municipal operations and laws desirable
- Excellent communication and leadership skills

Compensation Salary is competitive and commensurate with experience. Benefits are negotiable.

Application Process

Interested candidates should submit a letter of interest, résumé, and three professional references to the Town of Bingham, c/o Board of Selectmen. Position open until filled. The Town of Bingham is an Equal Opportunity Employer