



Joseph C. Sullivan, Mayor

**Human Resources Department**

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**JOB POSTING**

JOB TITLE: Financial Coordinator – Fire Department

UNION: BPMA

LOCATION: Central Fire Department

DATE AVAILABLE: January 12, 2013

SALARY: M11 – \$55,762.79 – \$66,052.29

**QUALIFICATIONS:**

High school diploma; business training preferred; five years of progressively responsible general office experience; experience in a municipal setting; strong interpersonal skills and high level computer experience required; or an equivalent combination of education and experience.

**RESPONSIBILITIES:**

Please see attached job description for complete details.

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POSTING DATES: November 20, 2012 – December 4, 2012

Applicants may submit a cover letter and resume to the following address:

Human Resources Department  
Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or send by e-mail to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Town of Braintree is an Equal Opportunity Employer

Date Approved:  
Grade: M-11  
Union: B.P.M.A.  
Apptg. Authority:

**FINANCIAL COORDINATOR - FIRE DEPARTMENT**

**NATURE OF WORK:**

Responsible for the financial matters within the Fire Department including Budgets, Complicated Payroll, Expense Control, Purchasing and Bookkeeping.

**SUPERVISION:**

Works under supervision although work mostly must be performed independently and with personal initiative.

**JOB ENVIRONMENT:**

Negligible physical efforts demanded in performing duties under typical office conditions.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below 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. Duties are not necessarily in order of importance or frequency of performance.)*

- Prepares vouchers for payment of bills and keeps accurate records of expenditures.
- Make frequent contact with bidders, Insurance companies and suppliers relating to purchases and expenditures for supplies or equipment. Keep close liaison with Town Accountant. Must detect and correct errors which may effect the work of others causing inaccurate records.
- Type forms, statements, letters, vouchers, reports or other material from copy, rough drafts or general instructions.

- Maintains complex financial reports and perform departmental bookkeeping functions and balancing accounts.
- Prepares or checks bills, payrolls, vouchers, schedules, requisitions, purchase orders and the like; break down, classifies and assigns payroll totals to proper appropriations.
- Prepares and documents any requests for additional funding or increase in budget expenditures.
- Assembles data for budget and annual reports; prepares varied complex reports for local, state and general requirements, may operate accounting or less complex office machines.
- Sorts and files various materials, classifies file materials according to subject matter and other classification.
- Prepares specifications for bidding, supervises all purchasing and acts as comptroller of all accounts and expenditures.
- May represent the Chief of the Fire Department at budget review meetings. May make departmental decisions on budget matters whenever so designated by the Chief.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Thoroughly experienced in office practices and procedures.

**Skills:** Demonstrated skills in bookkeeping, some supervisory experience.

**Ability:** Ability to maintain complicated financial records.

**REQUIRED QUALIFICATIONS:**

High School graduate with business training.