



Kendra Amaral  
Town Manager

# TOWN OF KITTERY

Office of the Town Manager

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## EMPLOYMENT OPPORTUNITY –

### TOWN OF KITTERY FINANCE DIRECTOR

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The Town of Kittery is seeking an experienced and knowledgeable Finance Director to direct and coordinate the financial and accounting activities of the Town of Kittery, to obtain optimum efficiency and economy of financial operations and to maximize the financial soundness and integrity of the town. Duties include, but are not limited to: supervise and evaluate assigned staff; senior advisor to the Town Manager in the operation and financial management of the Town of Kittery; coordinate and monitor financial inter and intra department transactions and services to assure proper accounting and securities are in place; responsible for the custody, collection, disbursement and investment of town funds; monitor town funds; prepare monthly and annual financial reports; assist in the annual budget preparation; direct the preparation of state and federal reports, tax reports and the necessary reporting for state and federal grants awarded to the town; assist in commitment of taxes; responsible for the inventory of all town capital and infrastructure assets and adherence to Governmental Accounting Standard Board (GASB); responsible for the debt structuring of all town borrowings in the conjunction with the Town Manager/Treasurer; oversee payroll and accounts payable; develop financial studies and plans; forecast and monitor the financial condition of the Town; responsible for the yearend audit process and preparation; appointed as Deputy Treasurer/Tax Collector.

Essential Training and Experience Required to Perform Essential Functions of this position: Graduation from an accredited four-year college or university with a degree in accounting, finance, business administration, and preferably five years of progressively responsible municipal finance work or relevant combination of education and experience. The person in this position is required to be bonded at town expense and remain bonded while employed by the town of Kittery. Supervisory experience is preferred.

Compensation \$80,000 to \$95,000 depending on qualifications and experience.

Please submit a cover letter, resume and compensation requirements to:

Betsy L. Oulton, Human Resources Director  
Town of Kittery  
200 Rogers Road, Kittery, ME 03904  
boulton@kitteryme.org

This position will remain open until filled

The Town of Kittery is an Equal Employment Opportunity/Affirmative Action Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.