



The City of Lawrence Mayor and Council invites candidates to learn about the opportunity to be the City's next Chief Financial and Administrative Officer.

The CAFO operates under the direction of the mayor who is the City's Chief Executive Officer. The CAFO is responsible for coordinating, administering, and supervising all business and financial services and activities in all departments, including the school department, boards, commissions, agencies, offices, or other units of city government and implementing sound financial policies.

The Mayor and Council are looking for an experienced municipal leader with a strong background in municipal finance, budgeting, and administration, with a demonstrated ability to manage complex financial operations and provide strategic leadership. The City is seeking an individual who can effectively oversee financial planning, compliance, and reporting while working collaboratively with municipal leadership.

Challenges and Opportunities

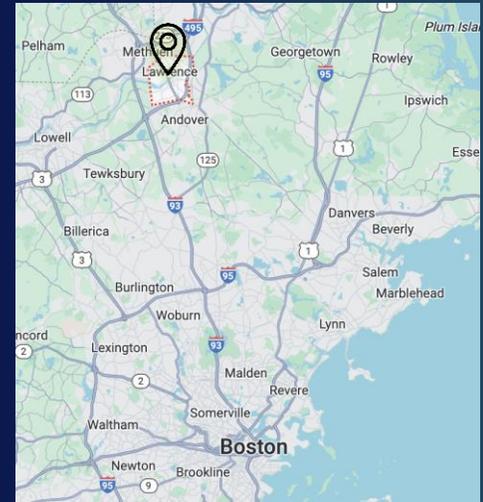
The City's new CAFO will need to be able to:

Address state/federal cuts. In the annual budget planning process, it will be crucial for the CAFO to identify solutions that help address the financial challenges our city faces due to recent funding cuts from federal and state sources. The adjustments could affect essential public services that support our community's well-being.

Work collaboratively with the Mayor and Council. The CAFO will need to develop and present recommendations to the Mayor, focusing on immediate priorities that align with the Mayor and City Council's vision, potentially including a spending freeze to manage these challenges.

Identifying new spending strategies with staff. The CAFO will need to work with City departments to identify new strategies to tighten discretionary spending and continue to foster a culture of sustainable financial management within the organization.

Lawrence, MA



Government & Finances

- Mayor and nine-member Council
- \$435m budget
- Includes schools, with 26 school buildings and 14,000 students
- \$174m of total debt

Key responsibilities

The Chief Administrative and Financial Officer (CAFO), directs and supervises the Administration and Finance Department of the City and reports to and is under the direction of the Mayor. The powers and duties of the CAFO include the following:

- Coordinating, administering and supervising all financial services and activities and matters related to municipal financial affairs;
- Implementing and maintaining uniform systems, controls and procedures for all financial activities in all departments, including the school department, boards, commissions, agencies, offices or other units of City government the operations of which have a financial impact upon the general fund and enterprise funds of the City, and including, but not limited to, maintaining all financial and accounting data and records;
- Implementing, maintaining, and supervising uniform financial data processing capabilities for all departments, boards, commissions, agencies and offices;
- Implementing and maintaining uniform budget guidelines and procedures, including schedule and form, within all departments, boards, commissions, agencies, offices and other City units;
- Assisting in the development and preparation of all department, board, commission, agency and office budgets and spending plans, including both operating and capital budgets;
- Reviewing proposed contracts to which the City is party and obligations with a term in excess of 1 year;
- Monitoring the expenditure of all City funds, including periodic reporting by and to appropriate agencies of the status of accounts;
- Reviewing the spending plan for each department, board, commission, agency and office; and
- Ensuring financial transparency and the City's compliance with city statutes, ordinances, and rules and guidelines issued by the Massachusetts Department of Revenue, the Government Accounting Standards Board and other relevant agencies.



The City has a number of historic building such as the Old Public Library

Community information

- 6.93 sq miles land area
- 89,000 population
- 27,000 households
- \$48,000 median household income

Qualifications

The successful candidate should have ten or more years of experience in municipal financial operations, preferably at the municipal department head, leadership or executive level; A Bachelor's degree in finance, administration or accounting is required. A master's degree and/or CPA is preferred. An equivalent combination of education, certification, training and experience will be considered.

The ideal candidate

- A CAFO who understands, and has experience in, working within municipal government; and possesses expert knowledge of municipal finance management and all related laws and regulations.
- Demonstrated knowledge, skills, and prior success in financial management, financial planning, operational improvements and organizational change.
- A self-motivated organizational leader and problem solver with a strategic long-term perspective, who is persistent, innovative, accessible, trustworthy, and able to build consensus and work collaboratively with all constituencies within the City, including the Executive Branch, City Council, School Committee, department heads, and staff.
- Must have the ability to work with a high level of detail, and an ability to prioritize and manage multiple tasks and deal effectively with complex challenges, often under considerable time pressure.
- Must have excellent organizational, planning, decision-making, and management skills; and an ability to conceptualize and implement the goals and objectives of the Department.
- An experiences people manager, understanding labor relations, employee relations and human resources administration and operations.
- A complete command of, and skill in, using computer applications for accounting and financial management, as well as organizational technology.
- The ability to administer complex financial management and record-keeping systems, and to analyze and interpret financial data and present findings clearly in multiple forums. Effective communication and presentation skills are essential.

Position Details

The position is full-time and requires in-person presence on-site. The anticipated starting salary is \$175,000+ depending on direct experience and qualifications. As a City employee, the CAFO will receive access to the City's comprehensive benefits package which include vacation, sick, personal, and other leave, health and dental benefits, and pension. Residency is not required.

Next steps

Please submit a cover letter and resume via email to the Collins Center for Public Management at: CollinsCenterRecruit@umb.edu and include in the subject line "[Your last name] - Lawrence CAFO" or click below. Review of resumes will begin **June 10, 2025** and will continue until the position is filled. Please reach out to Mary Flanders Aicardi, HR Practice Leader at the Collins Center at 508-215-8992 with any questions.

The City of Lawrence is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.