



NORTHWESTERN DISTRICT ATTORNEY – JOB POSTING

DATE: **MARCH 2025**

POSITION TITLE: **CHIEF FINANCIAL OFFICER**

ABOUT THE OFFICE:

The Northwestern District Attorney's Office (NWDAO) serves the people of Hampshire and Franklin counties and the town of Athol. In partnership with the communities it serves, the NWDAO is dedicated to the pursuit of truth, justice, and the protection of the public through fair and effective prosecutions and progressive prevention initiatives. Although the primary responsibility of the Office is prosecuting crime, we also have a strong focus on progressive education and prevention efforts in the areas of domestic & sexual violence, child abuse, juvenile justice, elders and persons with disabilities, and consumer protection. We are the law office of the People and are steadfast guardians of the rights and liberties of every citizen. We advocate for making our communities safer and stronger, while protecting civil rights and promoting social and racial justice.

POSITION SUMMARY:

The Chief Financial Officer (CFO) is responsible for all fiscal-related functions of the office, including supervision of staff within the Fiscal Unit. The CFO plays a critical role in developing and implementing the NWDAO's budget, financial strategy and long-term financial planning. The CFO oversees and reviews all fiscal management, budget and procurement while also ensuring all policies, programs and procedures are in compliance with state and federal laws, regulations and guidelines.

- Plan, direct, control and assess the functions of budget, fiscal management and procurement.
- Be knowledgeable of all Massachusetts state finance law, Commonwealth rules, regulations, and procedures in the areas of budget and finance.
- Formulate recommendations on strategic financial management and fiscal policy for review by the District Attorney and Senior Management Team.
- Oversee Accounts Payable, Accounts Receivable, Fixed Assets, Inventory, Procurement, Reconciliation and Forfeiture Accounts.
- Utilize the Commonwealth's accounting system (MMARS) in the areas of chart of accounts, encumbrance management, accounts payable, vendor management and federal grants.
- Review financial status during the spending plan process, Ways and Means maintenance exercises and mid-year review.
- Prepare, review and approve Interdepartmental Service Agreements, contracts and other budgetary documents.
- Oversee office's federal grants' financial records including application budget and forms, quarterly financial reports, and budget amendments.

- Oversee and conduct procurements via the CommBuys system.
- Provide risk assessment in all procurement and contracting activities by identifying and mitigating potential risks.
- Work closely with the Division of Capital Asset Management & Maintenance to procure and monitor facility leases.
- Ensure the maintenance of appropriate internal controls and financial procedures to comply with all federal and state requirements.
- Enter all payroll functions into the Human Resources Compensation System (HR/CMS) and its Labor Cost Management (LCM) interface.
- Utilize the Commonwealth Information Warehouse (CIW) to develop financial reports.
- Coordinate all fiscal aspects of staff on-boarding and separation.
- Oversee the timeliness and accuracy of all Fiscal Unit responsibilities.
- Manage Fiscal Unit, including direct supervision of Fiscal Assistants.
- Represent the office in meetings with Executive Office for Administration and Finance, Comptroller's Office, Office of the Treasurer and Receiver General, State Auditor's Office and local community partners.
- Perform any other duties related to the position of Chief Financial Officer requested by the District Attorney.

Minimum Qualifications:

- Bachelor's Degree in finance, accounting, or related field;
- Five years experience in budgeting, accounting, management analysis, program evaluation, and/or financial reporting;
- Experience developing and implementing budgets, strategic financial planning, fiscal policy, and risk assessment;
- Experience in state, local or municipal financial management;
- Proficiency in Microsoft Office 365 tools, including Teams, Outlook, Excel and Word;
- Excellent organizational skills with the ability to multi-task and work independently;
- Ability to work under pressure and meet deadlines in a fast-paced environment;
- Skill in working collaboratively with others and partnering with a team;
- Strong interpersonal and communication skills with the ability to maintain relationships with various departments, vendors and members of the general public; and
- Demonstrated commitment to professional discretion and confidentiality.

Preferred Qualifications:

- Master's Degree in finance, accounting, or related field;
- Experience in a supervisory or managerial capacity in financial management;
- Strong leadership skills with the ability to motivate, mentor and develop a fiscal team;
- Knowledge of Massachusetts state finance law and budgetary process, Commonwealth rules, regulations and procedures in the areas of budgetary and financial control; and
- Working knowledge of MMARS, HRCMS and Warehouse (CIW) applications.

SALARY RANGE: \$100,00 - \$115,000 annually

BENEFITS:

The NWDAO is pleased to offer a comprehensive benefits package to its employees.

The overall benefits available include: Paid Vacation, Sick and Personal Leave Time; Health, Dental and Vision Insurance through the Commonwealth's Group Insurance Commission; and a pre-tax Health Savings Account optional plan. In addition, the NWDAO provides employees the opportunity to elect Life Insurance, Long-Term Disability Insurance, Deferred Compensation Savings, Tuition Remission, along with other programs.

NWDAO employees also participate in the Commonwealth's State Retirement Plan, which can become a defined benefit plan for those that both vest and subsequently retire from state service.

The NWDAO provides the ability for new full-time employees to accrue two weeks of paid vacation leave per year, up to five personal days of leave per year (depending upon the quarter of the year that one's employment begins), twelve recognized state / federal paid holidays, and the opportunity to accrue up to 9.375 hours of paid sick leave per month.

This position is one which is eligible for the Public Service Loan Forgiveness Program.

COMMITMENT TO DIVERSITY, INCLUSION & EQUAL OPPORTUNITY:

The Northwestern District Attorney's Office is committed to cultivating and sustaining an equitable and inclusive work environment where diversity is celebrated and all employees feel valued, respected, and engaged. We strive to have a staff diverse in culture, background, and perspective. We afford equal opportunity to all persons regardless of race, color, religion, sex, national origin, age, military status, sexual orientation, sexual identity, handicap/disability, gender, gender identity, ancestry, genetic information, or any other legally protected class. We are proud to be an Equal Opportunity and Affirmative Action employer. In recruiting for our team, we welcome the unique contributions that staff can bring to our District Attorney office.

TO APPLY:

Applicants must submit cover letter, resume and Employment Application Form (form located under the "Employment & Internships" tab at www.northwesternnda.org) to martha.murphy.kane@mass.gov. Candidates are encouraged to visit the NWDAO website at www.northwesternnda.org to learn more about the work of the office.