

The Shelburne Falls Fire District seeks a detail-oriented, qualified individual to serve as Administrator. This position is responsible for overseeing municipal finances, revenue collections, payroll, benefits administration, debt management, and cash flow to ensure the District's long-term financial stability.

Essential Functions

The essential functions of this position include, but are not limited to, the following:

- Manage the receipt, custody, investment, and disbursement of all District funds.
- Oversee billing and collection of taxes, water bills, ambulance billing, and other revenues, ensuring accurate records and timely deposits.
- Administer payroll, employee benefits, and related state and federal reporting requirements.
- Prepare financial reports, reconciliations, and documentation for audits and regulatory compliance.
- Manage cash flow, debt service, and borrowing activities, including the issuance of notes and bonds.
- Collaborate with department heads and the Board of Commissioners on budgeting, revenue forecasting, and financial planning.
- Supervise department staff and ensure efficient, customer-focused service to taxpayers.
- Attend bi-weekly evening Commissioners and Budget meetings.

Additional Requirements

- Ability to pass a CORI background check.
- Must possess and maintain the integrity required to obtain surety bonding.

Position Details

- **Job Type:** Full-time, on-site position
- **Compensation:** \$60,000 – \$68,000 annually
- **Benefits:** Generous benefits package

Application Information

To request the full job description, please email: info@shelburnefallsfiredistrict.org

Please submit your resume via email to the address above or by mail to:

Shelburne Falls Fire District

121 State Street
Shelburne Falls, MA 01370

Application Deadline: February 6, 2026

The Shelburne Falls Fire District is an Equal Employment Opportunity / Affirmative Action Employer.