

# THE CITY OF Cambridge, Maryland



INVITES YOUR INTEREST IN THE POSITION OF  
**Finance Director**



# CAMBRIDGE – AN EXCEPTIONAL OPPORTUNITY



## ABOUT THE CITY GOVERNMENT OF CAMBRIDGE

The City of Cambridge has a Council-Manager form of government, pursuant to a City Charter change in 2015. There have been three city managers since that time. The Mayor is elected at large, and there are five Commissioners elected from wards. The Mayor and Commissioners serve four-year terms. The next election is in October, 2024.

The City has 110 employees and a FY24 Budget of \$41 million, which includes \$14.6 million in the General Fund, the Water and Sewer Funds (\$14.9 million), \$10.7 million in the Special Projects Fund and just under \$800 thousand in the Marina Fund). The Police Department currently has 39 sworn officers. The City owns a wastewater treatment plant, which is operated by a non-profit environmental organization under the oversight of Engineering. The Public Services Department combines street maintenance, buildings and grounds, sewer collections and water. The Development Department under the Assistant City Manager includes economic development, planning, code enforcement, housing and community development and historic preservation. The Fire Chief is elected by the volunteers who comprise the Rescue Fire Company and is confirmed by the Mayor and Council. The Administrative Services Department includes human resources, risk management, information technology, and special projects. The Finance Department includes utility billing, accounts payable, accounts receivable, payroll, grants accounting, and the general ledger. The Finance Director works closely with the Director of Administrative Services to provide internal customer service to all staff and externally to City residents.

## ABOUT THE COMMUNITY OF CAMBRIDGE

The City of Cambridge was laid out as a town in 1684 and incorporated as a city in 1793. Cambridge has a land area of 10.3 square miles and a population of 12,260. It is the county seat of Dorchester County, and is the County's largest municipality. It is located on the Choptank River on the Eastern Shore of Maryland, and is within 100 miles of Washington,

D.C. and Baltimore. Cambridge is a diverse community, with the 2020 Census revealing a population that is 45.4% Black, 42.4% White, 7.3% Hispanic, 1.9% Asian and 0.1% Native American.

Cambridge boasts a rich maritime and cultural heritage that can be explored in museums, through historic district tours, and strolling the streets of downtown. Famed Underground Railroad conductor Harriet Tubman was born nearby, and the Harriet Tubman Museum and Educational Center honoring her stands in the heart of the downtown district.

Cambridge is experiencing a bit of a housing boom. After averaging 17 residential building permits annually from 2016 to 2020, new home permits have averaged 210 units in each of the last three years (2021 through 2023).

The Cambridge economy is diverse, including the Hyatt Regency Chesapeake Bay Golf Resort, Spa and Marina, which is the City's largest employer, the recently opened University of Maryland Shore Medical Center, and the multi-purpose non-profit Delmarva Community Services. Several other firms, such as RegalRexnord, CK Lord, J.M. Clayton Company, GKD USA, Culta and The Mushroom Company provide employment opportunities across a number of occupational categories. Downtown Cambridge is also home to the craft brewer, RAR Brewing.

## ABOUT THE POSITION

The Cambridge Finance Director is charged with planning, coordinating, and directing the collection, custody and disbursement of taxes, utility fees and other public funds and the proper recording of all financial transactions. The position is appointed by and serves at the pleasure of the City Manager with the concurrence of The Commissioners of Cambridge. The position reports to the City Manager.

The Finance Director oversees two divisions, financial services and utility billing. Financial services includes accounts receivable, accounts payable, accounting, bank reconciliation, budget administration, fixed asset management, grants



administration and compliance, debt administration, and auditing. Utility billing includes cash handling, billing, reconciliation, payroll, and rental registration fee collection. The Finance Director supervises five employees in financial services and five employees in utility billing.

The Finance Director is one of six department heads. She/he works closely with the Director of Administrative Services to provide internal support to the Chief of Police, Assistant City Manager overseeing the Department of Development, City Engineer, Director of Administrative Services and Director of Public Services. Finance also supports the volunteer Rescue Fire Company.

### **Specific duties and responsibilities include but are not limited to:**

- Oversees collection, custody and disbursement of all taxes, special assessments, license fees, liens, and all other revenues and public funds for the City and for the proper recording of all municipal financial transactions
- Directs and coordinates the billing, collection and recording of City taxes and other assessments levied by the City
- Supervises and trains clerical staff in proper methods and procedures of financial recording and collection, preparation of City payroll and associated reports, reconciling levies and bank reports
- Prepares various financial and administrative reports for the City Manager including a monthly report showing the receipt of all revenue and disbursement of all expenditures for the month and for the fiscal year to date by line item
- Prepares a monthly report showing the reconciled account balance of each bank account and each fund
- Work in partnership with the City Manager to prepare a proposed annual operating budget for the finance division and assists the City Manager with the city budget
- Oversees the collection, disbursement and accounting of all grant funds
- Oversees the administration of any property tax allowances and PILOT programs
- Manages the billing, collection, reporting of taxes, payments and/or fees associated with Enterprise Zones
- Coordinates and oversees purchasing systems

### **ABOUT THE CANDIDATE**

The City of Cambridge seeks an experienced individual for the position of Finance Director. The ideal candidate will be a strong leader who is technologically savvy and an excellent communicator. The successful candidate shall possess a Bachelor's degree in Business Administration or, Accounting, Finance or a related field. An MBA and/or CPA is preferred. A minimum of five years' relevant work in local government is required. Knowledge of municipal accounting and auditing, including enterprise funds, is required. Considerable knowledge of Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP) is needed, along with familiarity with Government Accounting Standards Board (GASB) requirements. Various combinations of education and experience may be considered.

The Director will be able to analyze and interpret complex fiscal and accounting data and prepare statements and reports. The successful candidate will possess the ability to

supervise departmental staff, including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling and disciplining staff



### **KEY CHALLENGES FOR THE FINANCE DIRECTOR**

- Complete allocation and expenditure of ARPA funds, exceeding \$12 million
- Complete necessary reporting and accounting of ARPA.
- Development of financial policies and procedures
- Overall analysis of and support for economic development and housing initiatives including the proposed Land Bank Authority of Cambridge and the proposed Cambridge Harbor tax increment financing district
- Grants accounting and compliance as more federal funds are received
- Improved organizational management, including integrating payroll with personnel processes and coordination with the Director of Administrative Services
- Enhanced customer service for utility billing, tax collection, internal customers, and support for City Council policy making
- Long term support for capital improvement planning, including capital projects funding streams, and fixed asset management







## COMPENSATION AND BENEFITS

The Finance Director for the City of Cambridge can expect a salary in the range of \$90,000 to \$112,500, depending on qualifications and experience. The successful candidate will also receive a competitive benefit package, including participation in the Maryland State Retirement System.

## HOW TO APPLY

Resumes/letters and professional references should be sent via email by 5pm EST on **February 19, 2024**. Send to:

**David J. Deutsch, Senior Associate**  
**Mercer Group Associates**

**Cell phone: 301.343.6033**  
**Email: daviddeutsch610@gmail.com**  
**Website: www.mercergroupassociates.com**



**MERCER GROUP ASSOCIATES**

*The City of Cambridge is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, age, country of origin, marital status, disability, sexual orientation, gender identity, political affiliation, or status in any other group protected by federal, State or local law in employment or the provision of services.*

