

# Town of Patten

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[www.pattenmaine.org](http://www.pattenmaine.org)

## Administrative and Financial Services Controller

The Town of Patten has an immediate opening for an Administrative and Financial Services Controller. This is a full-time 40 hour per week position located in the Town Office in Patten, ME.

The Town of Patten Administrative and Financial Services Controller will be proactive and innovative while servicing the town's departments. Lastly and most importantly the Controller will provide detailed and on time financial metrics to the Town Manager, Selectboard and Citizen's to enable well thought-out and managed decision making.

**Daily Tasks:** To serve the Municipality and deliver essential administrative and financial services.

- Deliver products and services on time and in a professional manner.
- Assist the Town Manager and Department Heads in meeting their fiscal, human resources, and operational goals and responsibilities.
- Manage revenues, resources, and costs to ensure accountability in the Town of Patten's financial performance.
- Enhance Citizen's knowledge of and access to the Town's Services.
- Partner with outside agencies to meet mutual objectives.
- Perform other duties and tasks as assigned. (I.E. Payroll, Grant Administration, and Financial Budget Assistance.)

**Candidate Minimum Qualifications:** Bachelor's degree from an accredited college or university with a degree in accounting or an advanced degree with a concentration in Finance. Strong analytical skills with the ability to multi-task and deliver on short notice. Experience in government and/or non-profit setting preferred.

**Additional Desired Qualifications:** Able to maintain strict confidentiality in performing duties and demonstrate sound work ethics, respectfulness, and flexibility. Familiarity with financial software and a thorough knowledge of computer use. Be excellence driven, teamwork oriented, and innovative. Possess such values as honesty, highest integrity, positive, courteous, and have pride both personally and in our group work.

Position will remain open until a suitable candidate is hired.

Interested candidate should send their resume and cover letter with salary requirements to the Town Manager at [TownManager@PattenMaine.org](mailto:TownManager@PattenMaine.org).

*The Town of Patten is an Equal Opportunity employer*