

CITY OF MARLBOROUGH

Marlborough, MA 01752

DEPARTMENT OF PUBLIC WORKS FINANCIAL ANALYST

Posting Number: AA#24-16	Date Posted: April 1, 2024
Weekly Hours: 40 Hours/Week	FLSA: Exempt
Hiring Rate: \$2,556.04/bi-weekly	Bargaining Unit: Non-Union
Step Rate: \$2,556.04-\$2,878.51/bi-weekly	Location: 135 Neil Street

The City of Marlborough's Department of Public Works is seeking a Financial Analyst. This candidate is responsible for administering all aspects of public procurement, budget development and monitoring, and payroll. Work includes preparation of Bid/RFP/RFQ documents, advertising, review, selection, and contract preparation for execution. Particular attention is given to G.L. c.149 and c.30B projects. Some work is required for c.30, Section 39M projects. Responsible for developing and monitoring operating and capital budgets. The employee prepares and monitors department-wide payroll for approximately 120 full and part-time employees. Aids in the review of collective bargaining agreements and monitors the application of all pay and benefit requirements thereof.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop documents for the procurement of supplies & services, horizontal construction projects, and vertical construction projects in accordance with procedures pursuant to Massachusetts General Law and City policy.
- Review/evaluate bids and proposals, select preferred vendors, and prepare contracts for execution. May assist the Engineering Division when needed.
- Prepare and monitor operating and capital projects in coordination with the Commissioner. May assist the Engineering Division with capital projects when needed.
- Prepare fund transfers and assist with accounts receivable turnovers.
- Aid in the review of collective bargaining agreements, including projecting payroll and benefit costs and implementing new compensation tables.
- Prepare and monitor payroll for all divisions within the DPW, including contractual requirements of the Department's collective bargaining agreements.
- Generate and maintain payroll reports.
- Coordinate employee accident reports with the Head Clerk.
- Administer property damage claims and subrogation.
- Respond to residents with both on the phone and in person assistance and provide coverage for clerks as directed by the Commissioner.
- Provide all related payroll and finance duties as required.

To see the full job description: [DPW Financial Analyst](#)

Please forward cover letter and resume to:

hrjobs@marlborough-ma.gov

Open Until Filled