



TOWN OF TISBURY

Finance Director

Welcome

The Town of Tisbury has retained the services of the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston in the Town's recruitment of a Finance Director who also serves as the Treasurer/Collector.

Reporting to a three-member select board and working within an open town meeting form of government the Finance Director is responsible for the overall financial stewardship of the town. This role requires a hands-on leader who can balance the day-to-day finance operations with long term fiscal strategy. The position oversees a wide range of critical functions including budget development and administration debt management payroll tax collections assessing cash flow and compliance with Massachusetts municipal finance laws. The director will also provide transparent and effective communication to elected officials staff and the community

The Finance Director serves as one of the Town Administrator's chief advisers on administrative and financial matters, works collaboratively across Departments, Boards/Committees, and plays a critical role in transforming government services with data-driven leadership and a full understanding of debt management.

The Town

Incorporated in 1671, Tisbury is located on the northeast side of Martha's Vineyard Island in Dukes County, which lies 3.3 miles off the mainland of Cape Cod, Tisbury offers a vibrant coastal life, a small-town atmosphere and a rich New England maritime history. The town serves as both a year-round residential hub, and a world-renowned seasonal destination. Covering roughly 6.54 square miles, Tisbury had a population of 4,865 as of the 2023

Census.



Tisbury By Numbers

- 1 of 6 town on MV
- 3.3 miles at closest point to mainland Cape Cod
- 45-minute ferry ride from Wood Hole
- 3 member Select Board
- 6.54 sq miles of land
- 4,865 Population
- 1668 Households
- 26.91 Road Miles
- Budget: \$42m
- \$1,099,786 EQV per capita FY2024

Challenges and Opportunities

Town is facing \$28 million in debt which will constrain financial decisions for decades. Information technology and other systems are either outdated or not fully integrated, but this creates significant opportunity for modernization and innovation. Process improvement potential is high, and the finance Director will have the ability to lead meaningful reforms that increase efficiency and transparency. The physical location of this position on an Island has its benefits and drawbacks. While the natural beauty and strong sense of community make the Island a great place to live, housing is at a premium and both the cost of living and the expense of commuting can be high. While there is some flexibility in hours and days worked, the Finance Director is not a remote or hybrid position and requires an on-island presence and commitment.

Core Responsibilities

The following is a summary of the essential functions for the role of Finance Director.

Strategic Leadership

Provides overall leadership and direction for the Town's financial operations, including treasury, collections, assessment, and accounting. Ensures transparent, accurate, and effective management of the Town's financial resources. Leads financial analyses and special initiatives, providing actionable insights and recommendations to support the Town's goals and decision-making processes.

Financial Planning & Budgeting

Leads the annual budget process, including developing operating and capital projections, preparing reports, and presenting at Town Meeting. Provides long-range financial planning and data-driven analysis to support strategic decision-making.

Revenue & Taxation

Oversees billing and collection of taxes, including issuing demands, filing liens, pursuing foreclosures, and managing the sale or disposal of foreclosed properties in accordance with the law. Collaborates with the Assessor and Town Accountant to establish tax rates.

Treasury & Cash Management

Manages borrowing authorized by Town Meeting, oversees Town investments, monitors cash flow, and reconciles bank accounts to ensure strong financial stability. Oversees Town disbursements to ensure that legal and financial obligations are paid promptly and correctly.



Payroll, Benefits & Compliance

Supervises payroll processing and compliance, including filing payroll taxes, W-2 forms, and reports with state and federal agencies. Ensures all employee compensation and related reporting are accurate and timely. In partnership with Human Resources, administers employee health insurance and benefit programs to ensure accuracy, consistency, and cost-effective management.



Ideal Candidate

- Knowledge of municipal finance, budgeting, investments, and accounting.
- Proven leadership and staff development abilities.
- Collaborative team builder across departments and partners.
- Independent, sound decision-maker with high integrity.
- Proficiency with financial software, Munis, spreadsheets, and databases.
- Proven expertise in municipal finance and budget development, capital projects, personnel management, collective bargaining and organizational development.
- Skilled in analyzing and presenting financial data.
- Effective organizer with ability to manage multiple priorities.
- Clear and persuasive written and verbal communicator.
- Strong interpersonal and customer service skills.

Qualifications

Bachelor's degree and three (3) years of progressively responsible experience in municipal finance or any equivalent combination of experience, education, certification or training. Massachusetts Treasurer/Collector Certification preferred.

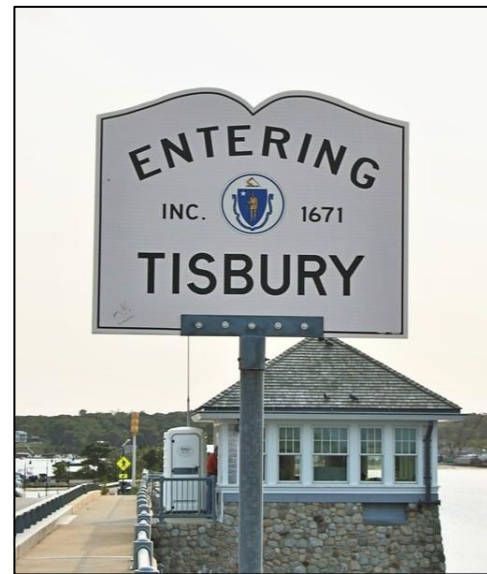
Salary and Benefits

The anticipated starting salary range is \$138,000 to \$150,000 depending on qualifications. The Town of Tisbury offers comprehensive insurance, vacation/sick leave and employee benefits and participation in the Dukes County Retirement System.

Next steps

Please submit cover letter and resume to the Collins Center for Public Management at: collinscenterrecruit@umb.edu and include in the subject line "[Your last name] - Tisbury Finance Director". **Review of resumes will begin October 28, 2025.** The position will remain open until it is filled. Please contact Mary Aicardi, HR Practice Leader at 508-215-8992 with any questions.

The Town of Tisbury values diversity, equity, and inclusion and believes that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design, and deliver enriched solutions and services for the community. The Town is an Equal Opportunity Employer and embraces and encourages all qualified candidates to apply.



Information Links

[Town of Tisbury](#)

[Tisbury Finance](#)

[FY2025 Operating Budget](#)

[Steamship Authority](#)

[Martha's Vineyard](#)

