

**Updated Salary**  
**Finance/Human Resource Director**  
**City of Gardiner**

The City of Gardiner, Maine (pop. 5,800) seeks a dedicated, organized, and enthusiastic professional to fill the position of Finance/Human Resource Director.

This employee is responsible for all duties associated with finance and accounting for the City and supervises five employees. The position serves as a safeguard of the City's asset through the maintenance of accurate financial records and the preparation of accurate monthly and annual financial statements for the City, in accordance with all applicable policies, procedures, and regulations. Candidates should have an understanding of municipal accounting and laws, human resource duties, and supervisory experience.

The preferred candidate will hold an associate's degree in a related field with 3 to 5 years of municipal accounting experience or related education and knowledge. Equivalent combination of experience and education which demonstrates possession of the required skills and abilities will be considered. Candidate must be detail oriented, highly organized, flexible, and have an outgoing positive attitude, be a team player, and work well under pressure in a very busy office environment.

The salary is \$84,000, plus generous benefit package. Applicants should send cover letter, resume, and references by Oct. 22, 2021 to: Anne Davis, Acting City Manager, 6 Church Street, Gardiner, ME 04345, or via email to [adavis@gardinermaine.com](mailto:adavis@gardinermaine.com).

For more information, including a complete job description, please visit [www.gardinermaine.com](http://www.gardinermaine.com).

The City of Gardiner is an equal opportunity employer.