



**SELECT BOARD**  
Town Offices  
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## **Town Accountant Appointment Policy**

The policy provides guidelines for the process to hire a Town Accountant.

When it becomes known that there is, or will be, a vacancy in the position of Town Accountant, the Select Board shall begin the process to hire a new Town Accountant. That process will include defining a timeline, such that the steps outlined below can be accomplished adequately.

The Select Board Chair (or their designee) shall meet with the incumbent Town Accountant to gauge that person's willingness to accommodate a transition period with a new hire. This information may have some bearing on the experience needed when evaluating potential candidates.

The Select Board Chair (or designee) shall meet with the Human Resources Director to develop advertising to be used in recruiting the Town Accountant, including where/when ads are placed, and other necessary details (salary range, start date, qualifications, etc.).

The Chair (or designee) will review applications/resumes as they are received, in coordination with the HR Director, to select those who are identified as meeting the criteria necessary to move forward with a formal interview.

The interviewing team will consist of the above named Select Board member, the HR Director, the Town Manager, and the Town Finance Director. If available, the incumbent Town Accountant may also be asked to participate. If possible, the members of the interviewing team should remain consistent during this process.

During this recruiting/interviewing process, the interview team will periodically report to the full Select Board on its progress and recommendations.

When agreement has been reached on the candidate for the new hire, the Select Board Chair (or designee) and HR Director will meet with that candidate to complete the hiring process, including negotiating the starting salary, start date, etc.

Unless agreed otherwise, the new hire will be entitled to the same benefits, working conditions, etc., as described in the Town's Personnel Manual.

If, at any point, it is determined that no candidate meets the required standards for hiring, the process shall restart, in order to attract more qualified candidates.

In the case that a new Town Accountant is not hired by the time the incumbent Town Accountant has left the position, the Select Board may appoint an interim Town Accountant.

*Adopted by the Select Board– August 11, 2025*