

THE TOWN OF DURHAM, NH

DIRECTOR OF FINANCE & ADMINISTRATION

Invitation to Qualified Candidates



Durham, New Hampshire (15,270 pop.), a university community in the heart of the NH Seacoast, is seeking an experienced municipal finance leader to serve as its next Director of Finance & Administration/Business Manager. The Director of Finance & Administration is a key member of the Town Administrator's leadership team and works closely with elected officials and department heads to carry out the Town's policy and financial objectives. Durham is in New Hampshire's seacoast region, one of the most beautiful, desired locations in the state and is home to the University of New Hampshire with an enrollment of 13,750 students. Durham is located just one hour north of Boston, MA and one hour south of Portland, ME. This is a high-impact executive position guiding the Town's financial strategy, personnel systems, and key administrative functions within a stable, collaborative management team, following the planned retirement of our longtime Business Manager in October 2026. The Town is seeking a highly ethical, honest, and talented professional who is deeply committed to public service and stewardship of public resources.

Operating under a Town Charter with a Council-Manager form of government, the Director of Finance and Administration reports directly to the Town Administrator. The Director leads the planning, management, and control of the Town's fiscal activities, overseeing a 2026 aggregate budget of just over \$39M, as well as key aspects of personnel and welfare administration. The position serves as the Town's chief financial and business management resource, advising the Administrator and Town Council on financial trends, risks, and strategic courses of action. The Director of Finance & Administration provides administrative supervision for Business Office staff and works closely with all departments to ensure accurate, transparent, and compliant financial operations. Durham is not a large organization with multiple layers of financial staff; the Business Office is lean, and the Director is expected to be both a strategic partner and a hands-on technical expert fully capable of performing the department's day-to-day financial and accounting functions as may be necessary. The successful candidate will benefit from a thoughtful transition period as the current Business Manager completes many years of service. The ideal candidate is an experienced public sector finance professional who combines strong technical expertise in governmental accounting and budgeting with a collaborative leadership style, political and organizational acumen, and a deep commitment to ethical public service. This position is well suited to a hands-on finance leader who is comfortable functioning as both a working manager and a subject-matter expert in a lean, high-performing organization.

Bachelor's degree in business administration, public administration, accounting or closely related field required, master's degree preferred; at least five (5) years of progressively responsible experience in financial and/or business management. Municipal or public sector finance is strongly preferred. Any combination of education and experience that demonstrates possession of required knowledge, skills and ability will be considered. The Town of Durham is an Equal Opportunity Employer.

Salary range to \$169,207; starting salary commensurate with qualifications and experience. A comprehensive benefits package is offered including health, dental, life, and disability insurance; paid leave; and participation in the New Hampshire Retirement System.

For information including a full job description, potential candidates are directed to the Municipal Resources, Inc. website at www.mrigov.com/career or to contact Alan Gould, President, Municipal Resources, Inc. 603-279-0352 x320.

To apply submit a resume and cover letter, in confidence, as a single PDF attachment to recruitment@mrigov.com. Resumes will be accepted until the position is filled with a first resume review on **Monday, September 21st, 2026**. Candidates are encouraged to apply early for full consideration. Resumes will continue to be reviewed on a rolling basis, and phone interviews will be scheduled with qualified candidates.

