

TOWN ACCOUNTANT

Position Purpose:

The purpose of this position is to perform complex administrative, supervisory, and technical work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all town funds, and auditing financial records and transactions; and all other related work as required. This position is subject to the statutory requirements of Massachusetts General Laws, Chapter 41, Section 108N. The Town Accountant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring significant professional judgment and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

Supervision Received: Works under the policy direction of the Board of Selectmen with duties and responsibilities defined by the state laws, incorporating the General Accepted Accounting Principles and the Uniform Municipal Accounting System, town policies and town bylaws. Works independently from municipal policies and objectives; questions generally referred to Town Administrator only when clarification of operating policies and procedures is needed; assumes direct accountability for departmental results.

Supervision Given: Supervises the Accounting Clerk. Provides daily direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed under typical office conditions; noise level is moderate.

Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes frequent contact with other town departments/boards/commissions, state governmental agencies, vendors, and software support personnel; makes infrequent contacts with the general public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-related confidential information including personnel records, which required the application of appropriate judgment, discretion and professional office protocols.

Errors could result in significant confusion and delay, loss of department services, and have significant town-wide financial repercussions; errors could expose the town to certain legal liabilities.

Essential 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.)

Conducts internal audits; supervises the preparation of the monthly statements of accounts showing the status of appropriations, expenditures, and remaining balances. Maintains a General Ledger and journal for the recording of all transactions

Advises boards/commissions/committees and all town departments regarding municipal finance laws and budgetary control.

Supervises the control of expenditures requiring the examination of vouchers, bills, and payrolls contained on individual departmental schedules. Draws warrants on the Treasury for approval.

Maintains detailed ledger records and flows of town monies for cash receipts, investments, earnings, special funds, bonds, debt services, enterprise funds, revolving funds, and trust funds.

Administers the day-to-day management of all accounting records of the town. Compiles and submits year-end financial statements to town officials and the state Department of Revenue according to statutory requirements.

Prepares other necessary statistical, financial, and revenue reports as needed by other state, federal, and regional agencies. Prepares reports for town agencies such as the Board of Selectmen, the Finance Committee, and department heads as needed or requested.

Develops department budget. Oversees the preparation of payroll and bill warrants. Orders office supplies.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in accounting, finance or related field; five years of responsible experience in accounting or financial management; experience in municipal accounting and supervisory experience preferred; or any equivalent combination of education and experience.

Special Requirements:

Ability to be bonded.

UMAS Certification from the Massachusetts Municipal Auditors and Accountants Association desirable.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and financial reporting. Working knowledge of the applicable provisions of the Massachusetts

General Laws. Working knowledge of computer applications for accounting and financial management. Comprehensive knowledge of GAAP and the UMAS.

Ability: Ability to analyze and interpret financial data and to present findings clearly. Ability to establish and maintain cooperative relationships with town officials and governmental representatives. Ability to communicate effectively in written and verbal form. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.

Skill: Office management skills. Highly developed skills in computer hardware and software utilization. Aptitude for numbers and details. Excellent organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May spend a large portion of shift standing at the counter. Lifts/moves objects weighing up to 10 pounds. Files and types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)