

TOWN ACCOUNTANT

Definition:

Highly responsible, professional and technical work relating to the preparation and maintenance of all financial and accounting records of the Town in compliance with all Federal and State Laws and Local regulations.

Supervision:

Under the general direction of the Town Administrator, prepares and maintains all Town financial records, oversees compliance of Town departments, with approved budgets, using a computerized municipal accounting system.

Job Environment:

Work is generally performed in typical office conditions with moderate noise levels. Workload is subject to fluctuations related to budget preparation.

Errors in judgment or omission could result in delay or loss of service, monetary loss and legal repercussions.

Duties and Responsibilities:

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.

- Oversee the preparation and maintenance of all financial and accounting records of the Town in accordance with Massachusetts General Laws.
- Oversee compliance with all federal, state and local regulations involving appropriations and expenditures and Town funds, including preparation of all required financial reports.
- Assist the Town Administrator in preparation of Town budgets; review all Town expenditures to assure compliance with purposes of budget appropriations and with authorized expense levels; and process and sign warrants for payment of payroll and vendor invoices.
- Answer questions from and provide assistance to all Town departments, committees and boards regarding financial matters. Maintain specific liaison and coordination with the Town Treasurer, Collector and Assessor in the processing, recording and collecting of all sources of revenue. Reconcile cash and receivables with Treasurer and Collector monthly.
- Maintain Town contracts; compare payroll vouchers to authorized wage rates in labor contracts; compare vendor vouchers with terms of vendor contracts.
- Develop Town Accounting systems, policies and procedures consistent with Massachusetts General Laws and rulings of the Massachusetts Bureau of Accounts; maintain liaison with the Bureau of Accounts to clarify interpretations on behalf of the Town.
- Serve as primary liaison with independent auditors in annual audit of Town financial books and records.

- Annually update management discussion and analysis portion of the Annual Audit for GASB 34 compliance. Maintain fixed asset records for GASB 34 compliance.
- Attend Finance Committee meetings, provide financial information to assist in the budget, Town Meeting and Reserve Fund Transfer process. Attend Selectmen's meetings as needed to provide financial information.
- As a municipal department head, represents the Town Accountant's office at town meetings and other municipal functions and cooperates with other departments, including attendance at Department Head meetings.
- Work with Assessor and Treasurer in preparation of Recap Sheet.
- Maintain 1099 vendor information and produce 1099 forms.
- Supervise staff of department.

Recommended Qualifications

Education and Experience:

Minimum of Bachelor's Degree in Accounting. 5-7 years experience in accounting, preferably in municipal government.

Special Requirements:

Certification as Governmental Accountant by Massachusetts Auditors and Accountants Association.

Knowledge, Ability, Skill

Knowledge: Accounting, data processing, Massachusetts General Laws, UMASS Accounting System.

Ability: Function independently to meet deadlines for projects or reports. Interact with all town departments.

Skill: Operate computer, calculator, other office equipment.

Physical Requirements:

Minimum physical effort generally required in performing duties. Operates a computer and standard office equipment, such as calculator, copier, facsimile machine and telephone. Required to reach with hands and arms, stand, walk, climb or balance, stoop, kneel or crouch and use hands to operate office equipment. Occasionally required to lift objects weighing up to 30 pounds such as computer paper or accounting ledgers.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.