



**Human Resources
Town Offices**
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JOB DESCRIPTION TOWN ACCOUNTANT

Department: Finance
Reports To: Town Administrator
Union: Non-Union
Location: Town Hall

Grade: A-6
FSLA Status: Non-Exempt
Updated: February 2022
Work Week: 35 hours

Position Purpose:

The primary function of this position is to perform the duties and responsibilities of the Town Accountant as defined by Mass. General Laws, in accordance with the Governmental Accounting Standards Board (GASB), Generally Accepted Accounting Principles (GAAP) and with the Uniform Mass. Accounting System (UMAS) of the Mass. Dept. of Revenue; coordination of overall budget preparation process; serves as principal staff person and liaison to the Finance Committee; and performs all other related work as required.

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.)

- Maintain, develop, and implements the town's accounting system and procedures, which includes fixed asset records; provides timely and accurate financial information, and ensures the integrity of the financial data by instituting proper internal controls.
- Ensure that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Mass. General Laws.
- Develop and prepare monthly reports to track all financial activity within the town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town.
- Ensure that funds are reconciled on a regular basis with the various departments and that the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures, water and wastewater user charges, as well as cash accounts, are reconciled on a regular basis with the department responsible.
- Maintain files of all original contracts entered into by the Town and submit accounting reports for Annual Town Report.
- Develop and prepare year-end financial reports to include the balance sheet and revenue and expense statements for the Town, the State Department of Revenue, and for the certification of free cash; prepares and submits annually to the Department of Revenue Schedule A detailing financial activity for fiscal year, assist in preparation of the Tax Recap.

- Serves as a resource of financial information to the Town Administrator and policies, as well as to other town departments, committees, and boards, as required.
- Supervises and maintains central accounting and bookkeeping records, controlling, and summarizing financial transactions of all municipal departments and perform internal audits.
- Assist the Town department heads in the development and maintenance of the operating capital and enterprise fund budgets for the Town, and serves as liaison with independent auditors, review the End of Year School Report.
- Answer questions and provide information to the public; receive resident and vendor complaints and questions and refer to appropriate division staff member for resolution, various departments regarding account balances, payment of invoices and any other queries. Process accounts payable, verify purchasing process compliance, assist in the reconciliation of accounts, assist in maintaining the associated chart of accounts, maintain detailed financial records
- Audit and maintain a variety of files and filing systems; prepare, maintain, and update various records; verify and distribute information.
- Complete special projects and performs any and all similar or related work as required, directed or as situation dictates.
- Review weekly payroll warrants and also assists with complicated retro calculations and other one-time or unusual payments
- Assists Town Administrator with annual budget process
- Assists Town Administrator with reports and information needed for finance-related Articles for Special and Annual Town Meetings
- Review Treasurer's receipts and Collector's turnovers for proper accounting.
- Process year-end Form 1099s for vendors and submit information to Federal and State agencies.
- Performs similar or related work as required, directed or as situation dictates.
- Attends meetings of Finance Committee, Board of Selectmen and other boards and committees as required; and attends Annual and Special Town Meetings.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Accounting or related field. Must have five to seven (5-7) years of progressively responsible experience in accounting, of which at least three (3+) years are in municipal accounting; or an equivalent combination of education and experience. Must have Massachusetts Certified Governmental Accountant certification (may be acquired within the first three years) and Certified Public Accountant certification preferred. Must have a valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and of 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 oral form. Ability to manage several projects at one time. 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. 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.

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 15 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement 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 direction of the Town Administrator and under the policy direction of the Board of Selectmen, and, where appropriate, the Finance Committee.

Supervision Given: Supervises up to one employee.

Job Environment:

- Work is performed under typical office conditions. Work environment is moderately noisy. Incumbent required to attend evening meetings.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.
- Makes frequent contacts concerning accounting and budgetary matters with all Town departments and boards, vendors, auditing firms, and relevant state officials and agencies. Makes infrequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.
- Has access to department-related confidential information including bid proposals, contracts, negotiating positions, department personnel records, as well as sensitive Town financial information.

- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in legal ramifications.

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