

**Job Title:** Town Accountant  
**Department:** Accounting  
**Reports to:** Town Administrator

## **SUMMARY**

The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations. Under the direction of the Town Administrator and Finance Coordinator and in accordance with state statutes and Town by-laws, responsible for planning, controlling, and directing all financial programs and internal auditing and financial reporting functions of the Town in compliance with Massachusetts General Laws.

The essential functions or duties of the Town Accountant listed are intended as illustrations of various types of work that is 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.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Develop, recommend and implement strategic goals, policies, and procedures that evaluate and minimize financial risks to the Town, in conjunction with all members of the Finance Team.

Develop reporting procedures to ensure that all sources of revenue are correctly identified and reported by the Treasurer, Collector and department heads;

Upkeep and enhance format for detailed financial reporting, including a chart of accounts and accounting system to comply with changing UMAS and GAAP standards.

Prepare and certify voucher and payroll warrants for payment by the Town Treasurer; verify that any expenditure is lawful, justified and in accordance with town meeting votes, union contracts or Massachusetts General Laws and that funding exists under the appropriate budget line items.

Prepare monthly statements for officers or departments heads showing the total appropriation, expenditures and the balance in each appropriation; notify Town Administrator when it appears that an appropriation has been expended or is likely to be overdrawn.

Perform monthly reconciliation of all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, tax foreclosures, and other town accounts.

Maintain detailed records of all debt; retains surety bonds.

Prepare regular cash reconciliations with the Town Treasurer.

Maintain files of all original contracts entered into by the Town including but not limited to Town contracts for service; employment contracts, grants with the State and Federal government as well as private entities doing business with the town. Certifies the availability of funds for contracts.

Maintain records of all grants; monitor revenue receipts from federal and state grants; initiate procedures to collect any overdue payments; and monitor Town compliance with grant provisions relating to expenditures.

Maintain and update annually a detailed listing of the town's fixed assets.

Provide financial assistance and guidance to municipal departments; consult with and make recommendations to the Board of Selectmen and Finance Committee on financial matters affecting the town as indicated.

Schedule annual audit of the town's financial books; provide independent auditors with financial statements and reports and related documentation. Serve as the town liaison with independent auditors of the town; and prepare responses to related management letter.

Oversee management of computer software as it relates to accounting and data processing functions.

Generate computerized financial reports for financial analysis and budget development.

Attend conferences, seminars, and training sessions for professional development purposes.

Prepare and furnish required reports to federal and state agencies; provide financial reports as needed to Selectmen including information pertaining to the town's "free cash" position and bond issue requirements. Serve as liaison with the Department of Revenue.

Serves as a resource of financial information to the Board of Selectmen, other elected officials, town departments, committees, and boards as required.

Keep abreast of all new legislation and changes in accounting procedures and projects and trends in fiscal matters. Participate in ad-hoc task forces to address significant and complex issues. Serves on relevant boards and committees as assigned.

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

Conduct regular internal audits of Town departments to ensure compliance with budget, legal and fiscal controls.

## **SUPERVISORY RESPONSIBILITIES**

The Town Accountant provides general supervision to the Assistant Town Accountant. This includes regular supervision, guidance and performance evaluation of the employee.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and/or Experience:

- A. Bachelor's degree in accounting, finance, or related field;
- B. Five years of progressively responsible experience in accounting or financial management; experience in municipal accounting preferred; or any equivalent combination of education and experience.

### Special Requirement:

Possession of Massachusetts Governmental Accounting Certification is required, or obtain one within two years of hire.

Knowledge, Ability and Skill:

Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Knowledge of UMAS accounting. In-depth knowledge of computer systems including system operations, system management and purchasing, networking PCs, etc. In-depth knowledge of audit policies and procedures and internal control procedures.

Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to establish and maintain cooperative relationships with town officials and governmental representatives. Ability to work with computer applications for accounting and financial management. Ability to prepare and manage budgets.

Excellent skill in working with numbers, typing, detail and performing mathematical calculations. Excellent analytical and communication skills. Excellent financial computer skills including spread sheet and data processing applications in a business environment.

**TOOLS AND EQUIPMENT**

Personal computer, telephone; calculator; typewriter; copy machine; fax machine.

**PHYSICAL DEMANDS**

Normal physical effort required to perform functions under typical office conditions. Position requires the ability to operate a computer keyboard and standard office equipment at an efficient speed and the ability to sit at a computer for long periods of time.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.