

## Town Accountant

### **Definition:**

Reports to the Town Administrator under the guidance of the Board of Selectmen. Responsible professional, administrative, and supervisory work maintaining the Town's financial and accounting records. Prepares financial reports. Exercises budgetary and auditing control over all Town funds. Assists in special assignments from the Town Administrator and from the Finance team as approved by the Town Administrator.

### **Distinguishing Characteristics:**

Appointed by the Board of Selectmen. Works under the administrative direction of the Town Administrator. Responsibilities and duties are performed in accordance with applicable Massachusetts General Laws, including under MGL Ch 41 Sec 55 according to the UMAS method of accounting, Town policies, Town bylaws and relevant state, federal and local regulations and standards.

Performs highly responsible duties of a complex and technical nature requiring considerable exercise of judgement and initiative in ensuring that all municipal transactions conform to law and to sound municipal accounting practice.

May supervise intermittent employees performing financial and accounting clerical functions. Establishes department goals and prepares department budget for review/approval.

Errors could result in considerable delay and confusion, have legal and/or monetary repercussions, and could jeopardize Town programs.

Makes frequent contact with Town departments, state agencies and other Towns; regular contact with the School Business Manager. The position requires the employee to exercise courtesy and tact in explaining and discussing accounting issues and practices.

Maintains department-related confidential information.

Work is performed under favorable office conditions but may require attendance at meetings, Town meetings and work after Town offices are closed based on peaks in workload.

Negligible physical effort required in performing the duties under typical office conditions. Work is basically office-type but may require non-sedentary duties involving moderate physical efforts.

### **Examples of work:**

Maintains and is responsible for the comprehensive accounting records for the town including cash books, general ledgers for fund accounts; journals, classification ledgers, and records of debts; ensures town compliance with municipal finance laws.

Coordinates the Town budget process and develops financial reports for the Finance Committee and Board of Selectmen.

Reconciles the cash accounts with the Treasurer monthly and the receivables with the Tax Collector quarterly.

Manages the activities of the Town Accountant's office; prepares and manages the annual department budget; assists other departments as a financial and accounting advisor; advises the Selectmen and Finance Committee on financial matters.

Monitors the expenditures of all Town funds by overseeing the examination of departmental bills payable and payroll vouchers for accuracy and availability of funds before payment by the Treasurer; prepares the warrants for payroll and accounts payable for signature by the Board of Selectmen; prepares and maintains documentation for all journal entries.

Prepares monthly reports of appropriation and expenditure balances for Town Administrator and Town departments, boards and commissions; advises officials as to the legality of expenditures; maintains original copy of all contracts entered into by the Town and oversees the compliance with bidding requirements.

Compiles and submits required reports to state and federal agencies including the year-end comprehensive financial statements; including the Schedule A for the Department of Revenue; assists the Assessor in setting the Town tax rate; responsible for Free Cash certification; prepares annual statement of disbursements and receipts; prepares balance sheets at end of fiscal year; prepares annual statement of outstanding debt; manages the annual departmental audit.

Maintains knowledge of Town Bylaws, town policies and procedures and MGL's. Keeps abreast of current legislation and changes in the profession which may affect the Town operations.

Investigates alternatives or improvements in management of administrative/accounting and information flows. Works with the Town Administrator in implementing, controlling and maintaining accounting, fixed asset and purchase order systems and controls within the Town.

Develops special management reports, develops various spreadsheets, performing data input, calculations and reorganization of data; and coordinates projects for the Town Administrator. Maintains coordination with the software vendors regarding information about accounting, fixed asset and purchase order software.

In cooperation with the Town Treasurer assures that eligible participants are covered under the Town's insurance programs for its employees and that the employees' contributions are withheld from designated payrolls.

Develops, coordinates and maintains the Fixed Asset accounting records for all town departments.

Prepares the Accountant's report for the Annual Town Report.

Works with the Capital Planning Team or group as composed by the Town.

Pursues professional development opportunities for the growth, development and continued awareness of official duties.

Performs other position related duties as required.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

#### *I - Education and Experience*

Bachelor's degree in accounting, finance or public or business administration preferred and five years of responsible experience in business administration or financial management or municipal environment involved in administrative position; municipal accounting experience preferred, particularly in Massachusetts. Successful passing of UMAS certification exam for Town Accountants required within two years of employment. CPA would be a plus; or any equivalent combination of education and experience.

#### *II- Knowledge, Ability and Skills*

**Knowledge:** Thorough knowledge of the principals and practices of municipal accounting, fund accounting and of the applicable provisions of the Federal and Massachusetts General Laws. Considerable knowledge of the organization and operation of town departments and of the legal controls over municipal finance in the Commonwealth. Thorough knowledge of UMAS and computer software including databases, spreadsheets and financial packages.

**Ability:** Ability to establish and maintain effective working relationships with co-workers, town officials and the general public. Ability to make appropriate managerial decisions. Ability to analyze and interpret financial data and to present findings clearly and concisely in writing and in oral presentations. Ability to manage several projects at one time. Ability to maintain complex financial records and to provide information and prepare reports from such records. Ability and willingness to learn UMAS accounting, GAAP, GAAFR, and GASB.

**Skills:** Specialty skills in using a variety of computer and accounting software systems. Proficiency in computer applications, including knowledge of spreadsheets, databases,

word processing, internet research, and department specific software applications to download data, develop calculation routines, and develop report formats. Aptitude for numbers and details. The employee is required to have skill in the use of a personal computer and general office equipment (e.g., telephone, calculator, adding machine, copier, facsimile, etc.). Organizational skills. Office management skills.

### *III- Special Requirements*

Massachusetts Class D Drivers License.

### *IV- Physical Demands*

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, and sit for extended periods. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. Occasionally requires walking, bending/stooping, reaching with hands and arms, and carrying/lifting (normally no more than 25 pounds).

The employee must have good vision to view computer screens and numbers and read reports and printouts for analytical purposes for extended time periods. Requires manual dexterity in combination with eye-hand coordination for efficient keyboard input, data entry and filing.

Requires the ability to operate a motor vehicle to visit town departments located outside of Town Hall and banks.

*The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_