

Town of Boxborough, MA

POSITION: Assistant Town Accountant

DEPARTMENT: Accounting/Finance

FLSA STATUS: Exempt

REPORTS TO: Town Accountant

GENERAL SUMMARY:

The purpose of this position is to perform skilled accounting work assisting the Town Accountant in the management of detailed financial records for the accounting department; all other related work as required. Performs a variety of responsible duties of a technical and administrative nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws.

SUPERVISION SCOPE

The Assistant Town Accountant reports directly to the Town Accountant. The Assistant Town Accountant is required to work independently at times, within established policies and procedures and the requirements of federal, state, and local law (as applicable).

SUPERVISION RECEIVED

The position works under the direction of the Town Accountant in accordance with the applicable provisions of federal, state, and local, laws, rules, regulations, and policies.

SUPERVISION EXERCISED

Incumbent is responsible for overseeing the administrative operations of the office in the absence of the Town Accountant.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviews and verifies bills schedules; reviews invoices and other supportive documentation from departments; posts accounts payable batches, ensures that accounts payables are in balance before running warrant.
- Verifies that funds are available for payment of invoices by department. Ensures that invoices submitted are originals.
- Ensures that all bill vouchers are signed by the appropriate authority or authorities.
- Verifies that vendor ID numbers and remit addresses are correct.
- In case of reimbursements to individuals, makes sure that all proper documentation accompanies the request for payment.
- Maintains files of town expenditures and invoices and payment authorizations.
- Provides calculation and analysis of wages, benefits for use in collective bargaining process, including costing out collective bargaining proposals, comparative analysis of wages, benefits between collective bargaining units and non-union employees.
- Maintains vendor master file.
- Reviews and converts requisitions to purchase orders. Maintains file of all town purchase orders.
- Responsible for balancing, distributing, and filing annual 1099s.

- Participates in internal auditing and special assignments as assigned by the Town Accountant.
- Assists the Town Accountant in the annual town financial audit.
- Assists the Town Accountant in reviewing and posting cash receipts to the General Ledger.
- Assists the Town Accountant in reviewing and posting budgetary entries to the General Ledger.
- Responsible for the preparation and submission of Schedule A to the Department of Revenue.
- Participates in the annual budget process.
- Helps the Town Accountant in monthly and annual reconciliations such as cash, receivables, and other accounts.
- Researches and provides information as needed on a broad variety of matters. May provide explanation and interpretation of town, state, and federal laws or regulations pertaining to accounting functions to the public and other employees.
- Performs other work as required or assigned.

OTHER DUTIES AND RESPONSIBILITIES

The duties listed above are intended only as examples 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.

REQUIRED MINIMUM QUALIFICATIONS

Education and Experience

A bachelor's degree in accounting or closely related field and three to five years of responsible accounting experience, municipal experience preferred, including working with computerized accounting systems.

Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job may be allowed.

Preference is given to those with experience in Massachusetts General Laws pertaining to accounting and knowledge of internal controls procedures.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge: Working knowledge of governmental fund accounting. Knowledge of the standard principles, procedures, records, and forms related to computerized accounting systems. Working knowledge of municipal government and municipal finance.

Ability: Ability to communicate effectively both verbally and in writing. Ability to maintain financial records and to provide information and prepare reports from such records, especially computer reports. Ability to identify and analyze issues and to develop appropriate recommendations to the supervisor. Ability to perform detailed work accurately. Ability to interact effectively with all individuals. Ability and willingness to learn UMAS accounting, GAAP, and GASB.

Skill: Specialized skills in utilizing a variety of computer and accounting software systems. Skill in VADAR accounting system preferred. Excellent computer skills in utilizing personal computers. Skill in utilizing Microsoft Office Suite or Google Workspace.

TOOLS AND EQUIPMENT USED

VADAR, Microsoft Office Suite/Google Workspace, social media applications, online scheduling software, and other computer software as needed to perform the tasks above.

PHYSICAL REQUIREMENTS

The physical demands described herein 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.

This is an office-based job in a dynamic municipal office. Minimum physical effort is generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to handle or feel objects, tools, and controls and reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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.

WORK ENVIRONMENT

Work is performed predominately indoors in a traditional office setting.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

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

Recommended: **September 12, 2023**

Revised: **September 15, 2023**
September 21, 2023

Approved (Name): **Personnel Board**

Approved (Date): **September 22, 2023**