

TOWN ACCOUNTANT

Position Purpose:

The purpose of this position is to perform complex accounting, administrative, and supervisory work to ensure the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all Town funds, and auditing financial records and transactions in accordance with Massachusetts General Laws Chapter 41 and all related Town bylaws, rules, and regulations; all other related work as required. The Town Accountant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a variety of responsible duties involving the application of prescribed procedures in accounting for Town revenues and payment of Town funds; employee exercises considerable judgement to work independently.

Supervision Received: Works under the direction of the Town Administrator and in accordance with applicable Massachusetts General Laws, Town policies, Town bylaws, and relevant state, federal, and local regulations and standards. Employee generally establishes own work plan.

Supervision Given: Assistant Town Accountant and Accounting Clerk.

Job Environment:

Work is performed under typical office conditions; work environment is relatively quiet.

Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.

Makes frequent contacts with other Town departments, vendors, auditors and various State Departments; communication is in person, by telephone, and via email. Most contacts require an information exchange dialogue.

Errors could result in legal ramifications, loss of money, and/or loss of time and could require considerable time and effort to identify errors and correct.

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.)

Responsible for developing, projecting, analyzing, and affirming the Town and School annual Budgets to be approved by Town Meeting and affirmed by the Mass Department of Revenue. Ensure appropriate and balanced revenues and expenditures are formulated to keep Town in excellent financial stability.

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Compiles a variety of required state and federal reports and statements including the Schedule A and Combined Balance Sheet for the D.O.R., Accountant's Town Reports, Monthly Statements, and Statements of Budget, Tax Rate RECAP report to D.O.R., and Federal and State Quarterlies. Prepares and balances 1099's and all related magnetic transmissions. Reconciles with Schools End of Year report prior to submission.

Maintains General Ledger. Sets up and maintains chart of accounts to comply with UMAS. Reconciles with Treasurer/Collector for cash and A/R; reconciles with Assessors for overlay. Records budget and other votes of Town Meeting including Recapitulation sheet for the Massachusetts Department of Revenue. Makes closing entries and adjustments.

Monitors the expenditures of all Town funds by overseeing the examination of all departmental bills payable and payroll vouchers for accuracy and availability of funds. Denies or authorizes all payrolls and expenditures based on compliance with Massachusetts General Laws, contracts, and sound accounting practices and availability of funds.

Supervises the regular preparation of Town and School payroll and payables warrants, checks, electronic transfers, direct deposits and reports. Monitors compliance with bid laws, contracts, and sound accounting practices. Reviews reconciliation of employee deductions in compliance with laws. Authorizes payment of personnel based on union contracts and agreements and available of funds. Ensures that all deadlines are met. Supervises and troubleshoots problems between vendors and departments. Works with software provider when necessary. Prepares reports to federal/state agencies and certain contractors.

Advises all departments on legality of expenditures pursuant to statutory authorization. Advises departments on payroll calculations and contract issues. Provides departments with historical data relevant to funds (grants, gifts, etc.). Disseminates all information with regard to expenses, revenues, and historical information to department heads, boards, and officials. Assists departments in setting up individual accounting processes, spreadsheets, and checks and balances. Works with department heads to find ways to comply with regulations while still accomplishing their goals.

Maintains files of all financial records for the Town including all original contracts, bid documents, payroll records, recorded votes; etc.

Develops updated Town Financial Policies and Procedures and ensures all Departments are in compliance. Conducts periodic internal operational and financial audits. Works with outside auditors during annual audit of Town funds and expenditures and development of Town's Financial Statements. Works with auditors during the year on special projects and issues. Liaison for Federal, State and Workers Comp audits.

Implements and administers the national standard of GASB 34 with regard to fixed asset and fund accounting and reporting, as required by Mass. General Laws.

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

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in Accounting, Business Administration or related field; Five (5+) years of progressively responsible finance and accounting experience, preferably in a municipal setting; or any equivalent combination of education and experience. MMAAA Governmental Accountant Certificate required.

Knowledge, Ability and Skill:

Knowledge: Advance knowledge of the laws and methods pertaining to municipal finance and municipal accounting, UMAS, GAAP, and GASB Regulations. Working knowledge of computer applications for accounting and financial management. Advanced knowledge of the organization, operations, and procedures of local government helpful.

Ability: Ability to maintain complex records and prepare reports from such records. Ability to maintain effective accounting procedures. Ability to carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing. Ability to work well with employees in all departments. Ability to lead and direct the work of others.

Skill: Skill in all of the above referenced methodologies, equipment and systems. Skills required include accuracy, aptitude for numbers and attention to detail. Good organizational and communication 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 and talk and listen; required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves. Employee must have the ability to use a keyboard at an efficient speed. The work requires lifting print and other materials, office equipment and supplies weighing up to 10 pounds and being able to carry a reasonable quantity of materials from places where they are stored to places where they may be used. Intermittent reaching, crouching, and similar activities. Vision and hearing at or correctable to normal ranges.

(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.)

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