

JOB POSTING

TOWN OF TOPSFIELD

POSITION TITLE:

ASSISTANT TOWN ACCOUNTANT

DEPARTMENT:

ACCOUNTING

GENERAL STATEMENT OF DUTIES:

Technical and administrative work maintaining the Town's financial records. Performs responsible accounting functions requiring the use of judgment and analysis within the framework of prescribed policies and in accordance with standard municipal accounting practices.

SUPERVISION EXERCISED:

None.

SUPERVISION RECEIVED:

Works under the general direction of the Town Accountant

DETAILED STATEMENT OF DUTIES:

Prepares payroll and bill warrants for the town and schools; reviews and verifies all vouchers submitted; responsible for the maintenance of associated records including individual salary records; handles compliance with town personnel bylaws and union contracts.

Audits bills submitted for payment to ensure technical accuracy, compliance with Massachusetts General Laws, procurement laws and contracts. Maintains files for and checks compliance with signature authorization for payment of bills and payrolls. Researches records for department heads, boards, governmental agencies and vendors.

Posts bills for the town and schools to the appropriation accounts and to the general ledger; generates and distributes monthly appropriation and purchase order statements to all town and school department heads and boards. Under the supervision of the Town Accountant, posts journal entries to the General Ledger.

Maintains records and files of all town and school contracts, procurement and bids.

Maintains the 1099 vendor file throughout the year and submits forms to vendors and the Internal Revenue Service on an annual basis. Files the REAP report with the Commonwealth of Massachusetts; corresponds with all vendors to obtain federal and state tax identification numbers.

Performs functions of the Town Accountant in his/her absence, including the signing of payroll and bill warrants.

QUALIFICATIONS REQUIRED AT HIRE:

High School graduation; two years of experience in responsible bookkeeping or accounting work or any equivalent combination of education and experience. Working knowledge of office procedures and machines including data processing equipment. Skill in working with details; ability to maintain accurate financial records and to make arithmetic calculations quickly and accurately.

LICENSE AND/OR CERTIFICATION REQUIREMENTS: None

PREFERRED QUALIFICATIONS:

Associates degree in business or accounting. Familiarity with town government and municipal accounting practices.

COMPENSATION:

Classified as an H-6 Range \$15 - \$20 34 hours a week

Send Resumes to: Town Accountant Deadline: 8:00 A.M. Monday
Town of Topsfield August 18, 2014
8 West Common Street
Topsfield, MA 01983 or e-mail pwood@topsfield-ma.gov