

TOWN OF TOPSFIELD
ASSISTANT TOWN ACCOUNTANT
JOB DESCRIPTION

Position Purpose:

The purpose of this position is to provide assistance in accounting, data entry and administrative work in assisting the Town Accountant in the management and maintenance of detailed financial records and systems; performs all other related work as required. FLSA Non-exempt.

Supervision:

Supervision Scope: Performs a variety of responsible duties of an administrative and technical 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. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under employee's control and direction.

Supervision Received: Works under the general direction of the Town Accountant 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 and completes work in accordance with established departmental policies and standards; only very unusual cases are referred to supervisor. Responsible for overseeing the operations of the office in the absence of the Town Accountant. Oversees operation of the office in the absence of the Town Accountant.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; work environment is moderately quiet, with frequent interruptions.

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

Makes frequent contacts with other town departments, town employees, state agencies and vendors. Communication is in person, by telephone, mail and via email. Contacts generally involve furnishing semi-complex and routine information as well as discussing fiscal matters.

Has access to highly sensitive personal information regarding employees, department-related confidential information which requires the application of appropriate and professional judgment, discretion and protocols.

Errors could result in confusion, delay, monetary loss and legal ramifications.

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.)

Processes bi-weekly payroll warrants for the town and school. Reviews town payroll using Excel spreadsheet to verify accuracy and compliance with personnel by-laws, collective bargaining agreements, employment agreements, and state and federal laws. Verifies Personnel Action Forms for changes and signatures for authority to spend. Prepares school payroll warrant for approval.

Processes weekly schedules of bills payable for all town departments, including the elementary schools. Enters information to pay vendors using accounting software. Reviews bills, checking for sales tax, mathematical accuracy, interest charges, duplicate payments, and compliance with state and local policies and laws, such as procurement and authority to spend.

Posts bills for the school and town to the appropriate general ledger accounts verifying the availability of funds; prepares warrants for signatures.

Generates and distributes monthly appropriation reports to all departments.

Maintains records and files of all school and town contracts, procurement and bids, including town liability insurance, bonds and workers compensation contracts and W9 forms.

Answers telephone and email, locks and unlocks cabinets, turns off copy machine, checks mailbox and files paperwork.

Participates in internal auditing and special assignments as assigned by the Town Accountant.

Maintains the 1099 vendor file throughout the year and submits form to vendors and the Internal Revenue Service on an annual basis. Files final report with the Commonwealth of Massachusetts.

Researches records for departments, boards/commissions, government agencies and vendors.

Posts revenue from the Treasurer, Collector and Water departments (cash receipts) and assists in reconciling cash with the Town Accountant and Town Treasurer.

Posts journal entries to the General Ledger under the supervision of the Town Accountant.

Assumes statutory power and duties of the Town Accountant in his/her absence. Responsible for operation of the department in accordance with Massachusetts General Laws.

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

Recommended Minimum Qualifications:

Education and Experience:

Associate's Degree in Accounting or Business Administration or related field; and one to three years' experience in municipal fund accounting and computer work; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the laws and methods pertaining to municipal finance and municipal accounting. Knowledge of MA General Laws relating to finance and procurement. Working knowledge of computer applications for accounting and financial management. Knowledge of accounting and payroll procedures. Familiarity with spreadsheet and accounting software. General knowledge of the organization, operations, and procedures of local government helpful.

Ability: Ability to maintain confidential information. Ability to organize time and prioritize to meet deadlines, works independently and accomplishes work despite frequent interruptions. Ability to handle inquiries and/or complaints tactfully and effectively. 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.

Skill: Skill in all of the above referenced methodologies, equipment and systems. Aptitude for numbers and details. Must possess strong analytical, technical and administrative skills. Proficiency with computers and software systems. (Excel for spreadsheets, MUNIS, financial software). Good organizational and communication skills. Excellent customer service 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.

Lifts/moves objects weighing up to 30 pounds, files, and types on a keyboard at a moderate speed. Ability to view computer screens and work with details for extended periods of time. Requires the ability to operate, maneuver and/or control the actions of equipment, and/or materials used in performing essential functions.

(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.)

Approved September 3, 2019

Town Administrator