



## **TOWN ACCOUNTANT JOB DESCRIPTION**

### **Position Purpose:**

The purpose of this position is to provide responsible, professional, administrative, analytical and supervisory work maintaining the Town's financial and accounting records. The Town Accountant prepares financial reports, exercises budgetary and auditing control over all Town funds and assists in special assignments from the Town Administrator and from the Finance Committee as approved by the Town Administrator. FLSA Exempt.

### **Supervision:**

*Supervision Scope:* Performs highly responsible duties of a complex and technical nature requiring independent judgement in planning and administration; requires initiative in ensuring that all municipal transactions conform to law and to sound municipal accounting practice.

*Supervision Received:* Work is performed under the general 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 with considerable latitude for independent judgment and action.

*Supervision Given:* Supervises one position.

### **Job Environment:**

Work is performed under typical office conditions; work environment is moderately quiet with frequent interruptions; requires attendance at meetings and Town Meetings after work hours.

Operates computer and peripherals, calculator, copier, facsimile machine, telephone and other standard office equipment.

Makes frequent contact with town departments, boards/committees, vendors, the Department of Revenue and other state agencies. Methods of communication are in person, by telephone, email, and via standard reports.

Has access to a wide variety of department-related and town-wide confidential information such as bid proposals, legal issues, personnel records and financial records of the town.

Errors could result in significant confusion and delay, loss of department services, and have far-reaching town-wide financial repercussions; errors could cause exposure for the town to certain serious legal repercussions.

**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.)*

Manages the activities of the Town Accountant's office; establishes department goals and prepares department budget for review/approval; 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.

Oversees the maintenance of comprehensive accounting records for the Town, including cash books, general ledgers for fund accounts; journals, classification ledgers and records of debts. Ensures the town is compliant with municipal finance laws.

Responsible for controlling the expenditures of town subsidiary and control accounts, school and Town grants and revolving accounts, ensuring compliance with the authority to spend; reviews and approves all expenditure requests prior to initiating warrant process in accordance with the Massachusetts General Laws.

Responsible for the review of payroll warrants and personnel action requests to ensure compliance with local, state and federal employment laws, collective bargaining agreements and personnel bylaw. Maintains all original executed collective bargaining documentation and procurement contracts.

Reviews all monthly departmental statements of expenditures and unexpended balances, and other internal statistical and financial reports as required.

Reconciles the cash and receivables with the Treasurer/Collector quarterly. Reconciles receivables with Town departments.

Works closely with the Town Administrator as part of the Finance Team and Capital Planning Team in developing financial policies to ensure the bond rating is maintained or improved, and to develop a 5-year capital plan.

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.

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.

Ensures the town completes an annual financial audit and assist the Treasurer with the annual worker's compensation audit.

Works with the Town Administrator to coordinate the Town budget process and develops financial reports for the Town Administrator, Finance Committee and Board of Selectmen. Makes recommendations to the Board of Selectmen and Finance Committee for a balanced budget for the Annual Town Meeting; serves as a Liaison between the Town's Financial Management Team and the Finance Committee. Reviews the Finance's Committee Budget Model for accuracy and notifies the Finance Committee of any discrepancies.

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

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Bachelor's degree in accounting or business administration or related field; Master's Degree in Finance or related field preferred; and six years of progressively responsible related experience in professional, municipal accounting including supervisory experience; or any equivalent combination of education and experience.

#### **Special Requirements:**

- Ability to be bonded.
- UMAS Certification from the MA Municipal Auditors and Accountants Association desirable.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of modern municipal fund accounting theory, principles and practices, and of applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, and bookkeeping and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and financial management. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

*Ability:* Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to maintain effective working relationships with town officials, departments, boards/committees, governmental representatives, and the public. Ability to communicate effectively in written and oral form. Ability to multi-task and plan work to meet deadlines. Ability to resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records and prepare reports from such records.

*Skill:* Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning, and analytical 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 work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery.

The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

*(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 2019**

**Town Administrator**