

## **TOWN ACCOUNTANT**

### **DEFINITION**

The Town Accountant performs administrative and professional accounting work involving responsibility for the preparation of financial statements and analyses, preparing and issuing reports, maintaining records and preparing and managing the department budget. Performs all other related work as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*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.*

Monitor revenue and expenditure activity to ensure accuracy, proper recording, and budgetary compliance.

Generate vendor and payroll warrants for all town and school expenditures, verifying compliance with all applicable laws and regulations.

Provide departments with current and accurate periodic information regarding all financial transactions and budget balances.

Work with other municipal departments to regularly reconcile all cash and accounts receivable balances.

Maintain the Town's general ledger and related accounting records in compliance with the Uniform Municipal Accounting System (UMAS).

Prepare and submit annual financial reports to the Massachusetts Department of Revenue (DOR) including the Schedule A, Snow and Ice Data Sheet, and the balance sheet with relative documentation required for free cash certification.

Assist the Board of Assessors with the completion and submission of the Tax Rate Recapitulation package required for approval of the annual tax rate.

Prepare a comprehensive financial report for inclusion in the Town of Wales Annual Report.

Compile and maintain a comprehensive file of contracts, insurance certificates, and grant agreements as required by statute.

Serve as primary liaison with outside auditors; coordinate the completion of the periodic independent financial audit.

## **SUPERVISION**

Works under the direction of the Board of Selectmen. Responsible for all administrative functions of the department, in conformance with all applicable provisions of Massachusetts General Laws and professional standards. Varied and responsible duties of a complex nature require a significant degree of independent judgment and initiative.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **WORK ENVIRONMENT**

Work is performed under typical office conditions; noise or physical surroundings may be distracting; occasionally may be required to work outside of normal business hours to attend evening meetings.

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

## **EDUCATION AND EXPERIENCE**

A Bachelor's Degree in accounting or finance; five (5) to seven (7) years experience in a municipal environment; or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

- Certified Governmental Accountant (CGA) required or attained within three (3) years of appointment
- Massachusetts Certified Public Purchasing Official (MCPPO) preferred

## **KNOWLEDGE, ABILITY AND SKILL**

Demonstrated knowledge of the Massachusetts Uniform Municipal Accounting System (UMAS), DOR reporting requirements, GAAP, and federal and Massachusetts General Laws.

Ability to establish and maintain positive working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to operate standard office equipment.

Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills, interpersonal and problem-solving skills. Advanced Excel skills are required. Experience with VADAR municipal finance software preferred.

Errors, missed deadlines or poor judgment could jeopardize departmental operations, have financial and legal repercussions, or trigger adverse public relations for the Town.

## **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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light physical effort is required to perform administrative duties under typical office conditions. Regularly required to stand, walk, sit, speak and hear, stoop, kneel, crouch or crawl; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 50 pounds, normally less. Must be able to communicate.

*This job description does not constitute an employment agreement 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.*