ACCOUNTANT

Department: Accounting
Division: NA
Appointing Authority: Mayor

Grade: NA
Revision Date: 11/19
Bargaining Unit: NR

Definition:

Responsible for administrative, supervisory and technical work in directing, coordinating, monitoring and controlling the municipal accounting and auditing operations and activities of the City; for development of accounting policies and practices as set forth in the General Laws and as established by the Uniform Municipal Accounting System (UMAS); all other work as required that is logical to the position.

Supervision:

Reports directly to the Director of Municipal Finance; functions independently within the statutory and regulatory requirements of federal and state laws as well as applicable local by-laws.

Supervises 4 or fewer employees within a collective bargaining environment.

Environment:

Duties are performed under typical office conditions. Operates computers, calculators and other standard office equipment. Noise levels are usually quiet to moderate. Some evening work may be required to attend meetings and hearings.

Has frequent contact with employees, City departments, state agencies, outside vendors.

May have access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, grant(s) compliance as well as departmental policies, procedures and methods.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, lower standards of service for the City, or may cause legal or financial repercussions.

Essential Functions: (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those thatmust be met by an employee to successfully perform the essential functions of the job. 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 accounting system and procedures; provides timely and accurate financial information, and ensures the integrity of the financial data by instituting proper internal controls.

Develops and prepares monthly reports to track financial activity within the City's funds, including special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the City.

Serves as the City liaison with the independent auditors of the City in the completion of annual audits.

Enforce MGL statutes, City Charter, and Bylaws relating to financial transactions and to report to the City Council, Mayor and Commonwealth the results of those transactions.

Serves as statutory ex-officio member of the Greenfield Contributory Retirement System Board of Directors. Participates in all administrative and fiscal decisions, including but not limited to investment of pension funds and retirement eligibility.

Responsible for the accuracy of all financial records including the general and subsidiary ledgers and monthly reports, tax recap sheet, certification of free cash, Schedule A, revolving accounts and others ensuring compliance with the authority to spend; prepares and submits all financial documents, statistical reports or analyses, budget and ancillary records; manages and controls accounting records and reports; establishes, maintains and exercises control and auditing procedures over all monetary functions; approves departmental payrolls; prepares and submits payroll warrants for approval and direct Treasurer to pay in accordance thereto; maintains payroll reports and files. Review and approve all City Accounts Payable warrants. Control and record municipal revenues and receipts reported by Collector / Treasurer and departments including the preparation and submission of all revenue reports. Reconcile cash and receivables with Treasurer; overlay with the Assessor.

Receives departmental budgets and assist department heads as necessary or required; develops, monitors, and defends Accounting Department's budget. Prepares and submits general and special budget orders for the Annual Budget; advises regarding the use and amount of available funds; maintains comprehensive accounts entering the amount of each appropriation, the amounts and purposes of expenditures.

Performs all accounting functions and reporting as required by law, regulation, and established policies and procedures including journal entries, posting to the general ledger, encumbrance revisions, budget revisions and similar or diverse accounting procedures. Reviews general ledger and acts as liaison with departments to review and achieve for compliance with complete procedures necessary to proper operation involving accounting procedures, records, and other related matters.

Maintains custody of all contracts of the City. Keeps register(s) of all sureties on all bonds of indemnity; maintains a detailed record of all City debt showing the purpose to which it was incurred including when incurred and due, rate(s) of interest, and the provision(s) required for payment of the debt. Review and reconcile debt with Treasurer.

Attends and actively participates in various City board(s) and committee(s) meetings to address financial matters or issues as necessary or required. Performs all other duties inherent to the position. Other duties as assigned.

Minimum Qualifications:

Education and Experience: Bachelor's Degree in Accounting, Economics, Business Administration or related field; broad experience in municipal financial management within a computerized windows environment, Masters in Business Administration preferred; or, a combination of education and experience that enables performance of all aspects of the position. Certification in government accounting by the Massachusetts Municipal Auditors and Accountants Association is preferred or must be attained within 3 years.

Must demonstrate track record of high level responsibility with supervisory experience. Must demonstrate leadership skills in the context of formal organizations.

Knowledge, Ability and Skill: Ability to recognize City-wide priorities and work cooperatively to support their accomplishment as part of the Mayor's administrative/management team; ability to be responsible for independent, complex, advanced accounting work.

Possess a broad and comprehensive knowledge of accounting procedures, the theory and practice of municipal government accounting and its operations, and computer accounting systems and applications. Extensive knowledge of MGL relating to municipal finance and retirement systems, Generally Accepted Accounting Principles (GAAP), Universal Massachusetts Accounting System (UMAS) and Public Employee

Retirement Administration Commission (PERAC) regulations; the ability to perform various accounting functions such as balancing, recording, and reporting over a broad range of accounts and funds.

Requires the ability to deal in an effective and courteous manner with members of the general public on a daily basis. Ability to establish and maintain effective working relationships and work cooperatively with department heads, staff and elected or appointed officials. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires highly effective written and oral communication skills. Must perform all aspects of job responsibilities with honesty and integrity.

Thorough working knowledge of departmental functions and operations; of standard office practices and procedures; of use and operation of standard office equipment; ability to operate a personal computer in a windows environment with proficiency in MS Office and G-Suite required; familiarity with MUNIS and department specific software programs and computer hardware and financial software applications such as budget, accounting, payroll, word processing, spreadsheet, data base, and communications packages.

Knowledge of public records law regarding the publics' right to inspect and copy records in the custody of the office, including knowledge of retention periods for all records and the process and requirements for disposition

Knowledge of technological developments for the purpose of investigating the possibility of how they potentially may be utilized to increase operating efficiencies or service level to the public.

Must possess extensive knowledge of specific billing, collection, enforcement statues, local bylaws, and procedures of each of the various taxes and receivables collected; knowledge of federal and state tax matters as well as numerous employee benefits; knowledge of employee benefits and their administration.

Familiarity with federal and state income tax laws relating to withholding of and reporting of such taxes was well as the preparation and filing requirements of various quarterly and annual documents and reports.

Physical Requirements: Minimal physical effort required under typical office conditions include regular sitting, talking, walking and mental concentration for extended periods; intermittent moderate effort required for tasks such as moving files or related office equipment. Position requires the ability to operate a keyboard and view computer screens for an extended period of time and the ability to adjust focus; hearing ability requirements include ability to interact with subordinates, the public, elected or appointed officials and outside organizations.

Special Conditions: Must be bondable. Must successfully pass CORI/ SORI checks.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

Human Resources Director

11-14-19
Date

Revision History: 11/97; 3/06; 11/19

Director of Municipal Finance

Mayor