ASSISTANT TOWN ACCOUNTANT

Department: Accounting
Division: NA
Appointing Authority: Accountant

Grade: 4
Revision Date: 5/17
Bargaining Unit: SSEA

Definition:

As assigned, responsible for a full range of routine, complex or semi-complex technical work to provide administrative, auditing and financial record keeping support to the Town Accountant in accordance with MGL Ch.41, including accounts payable, accounts receivable; prepares, processes, maintains and verifies purchasing, financial, budgeting and accounting documents and records, all other work that is logical to the position.

Supervision:

Works independently under the supervision of the Town Accountant. Pursuant to statute, in the absence of the Town Accountant may act in the capacity of the Town Accountant.

May supervise 3 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.

Has frequent contact with employees, town 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 town, 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 that must 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.)

As assigned:

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

Prepares and submits all financial statements and other statistical reports. Manage and control accounting records and reports. Establish and exercise control and auditing procedures over monetary functions.

May approve departmental payrolls; prepare and submit payroll warrants for approval and direct Treasurer to pay on those warrants; maintain payroll reports and files.

Approve and prepare departmental invoices and bill schedules. Prepare and submit accounts payable warrants for approval and direct the Treasurer to pay on those warrants. Maintain accounts payable reports and files.

Control and records all receipts and revenues reported by the Collector/Treasurer and other departments. Prepare and submit all revenue reports.

Assists Accountant in receiving of departmental budget requests and assist departments as required. Perform accounting functions as required including journal entries, posting to the general ledger, encumbrance revisions, budget revisions, etc. Review general ledger and act as liaison with departments to consider and achieve compliance with all procedures necessary to proper operation involving accounting procedures, records, and other related matters.

Post, verify, and balance various accounts; gather, sort, and research records and files to provide factual data, and trace discrepancies to reconcile accounts. Maintain several quasi-governmental units financial records in Quickbooks.

Serve as Payroll Manager, setting up and maintaining all payroll files and computer software codes and information. Train departmental Payroll Clerks to set up and produce payroll. Monitor department payroll inputting. Serves as primary backup to payroll and accounts payable.

Assist with software to MUNIS, including preparing, reviewing and verifying journal imports, system set up, reconciliation, and all other related activity. Year end maintenance for W-2 files including IRS or State tax charts and associative changes.

Maintain sub-system and/or subsidiary ledger functions and perform reconciliation's with general ledger accounts; prepare reports as required. Review and classify documents for proper accounting documentation; code information according to established procedure.

Perform all other duties inherent in the position of Assistant Town Accountant and as assigned by the Town Accountant.

Minimum Qualifications:

Education and Experience: Associate's Degree in Accounting, Economics, Business Administration or related field; broad experience in municipal financial management within a computerized windows environment; three years of office experience preferably in a municipal environment in accounting practices, bookkeeping, financial transaction record keeping and automated office systems and procedures required; specialized DOR course work preferred; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill: Be responsible for independent accounting work within a Windows, BudgetSense and MUNIS environment.

Knowledge of accounting procedures, 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.

Broad and comprehensive knowledge of and the ability to use commercial computer software programs such as budget, accounting, payroll, word processing, spreadsheet, data base, and communications packages; knowledge of department specific software programs; 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.

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 and successful CORI and SORI check.

(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:
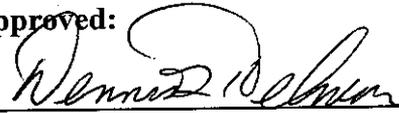
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Human Resources Director

5/10/17
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Date
Revision History: 12/97; 2/99, 5/17

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Town Accountant

[SSEA Review]