

ASSISTANT TOWN ACCOUNTANT

Position Purpose:

The purpose of this position is to perform skilled accounting and administrative work in assisting the Town Accountant in the management of detailed financial records for the accounting department; all other related work as required.

Supervision:

Scope and Judgment: Performs a variety of responsible duties of a technical and administrative 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.

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.

Supervision Given: Supervises two employees. Responsible for overseeing the administrative operations of the office in the absence of the Town Accountant.

Job Environment:

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

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

Makes frequent contacts with other school department, town departments, benefits office, government agencies; limited contact with the general public. Contacts involve furnishing semi-complex and routine information as well as discussing financial issues.

Has access to a wide variety of department confidential information.

Errors could result in significant confusion and delay, loss of division services, and have serious financial repercussions; errors could cause exposure for the town to certain legal liabilities.

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.)

Assists the Town Accountant with the day-to-day municipal accounting functions of all Town departments; this includes the maintenance of all related financial records through posting (either manually or by computer) to the general ledger and subsidiary ledgers and monthly reports. Assists in the preparation of complex accounting calculations and entries, such as tax recap sheet, certification of free cash, fixed assets, etc.

Processes regular monthly journal entries of commitments, abatements, corrections of departmental coding errors, and budgeted interfund transfers. Prepares and maintains documentation for all journal entries, including cost allocation systems for telephone, fuel, groups insurance and other common accounts.

Prepares interim financial and budgetary reports for all funds, including reporting protocols for each enterprise fund.

Supervises subordinate staff including assigning work, training, and providing on-going assistance.

Tracks the town and school budgets and monitors expenditures.

Reconciles tax receivables with the Collector and Assessor on a monthly basis. Prepares and files quarterly payroll tax returns. Assists the Town Accountant in balancing and distributing and filing annual W2s and 1099s. Prepares and submits various other state and federal reports.

Supervises and assists in the preparation of school and town payroll warrants; reviews and verifies vouchers submitted; responsible for the maintenance of associated records including individual salary records. Supervises payroll data into system for verification; makes adjustments as required and prepares appropriate deductions. Maintains database of employee benefits and reconciles vendor billings and employee contributions where applicable for all group plans.

Tracks and processes all enrollment and payroll forms for all plans, including COBRA coverage. Maintains A/R ledger for COBRA and direct-pay retirees. Prepares deposit of receipts.

Responds to telephone and in person inquiries from town departments, individual employees relative to deductions, vacations, sick leave and related matters; responds to inquiries from retirees relative to insurance premiums and other deductions.

Prepares schedules of bills payable; sets up accounts with reference to budget and appropriations; posts expenditures and maintains all records for accounts receivables; reconciles balances as required; maintains general and revenue ledgers.

Processes year-end encumbrance transactions.

Maintains fixed asset accounting records and updating of a fixed asset file for town and school.

Develops and maintains grant and contract documentation.

Maintains coordination with software vendors regarding information about accounting and billing software.

Prepares various annual state reports for review and final approval by the Town Accountant.

Assists in the preparation of town budget with respect to all salary calculations and payroll-related line items.

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

Researches and provides information as needed on a broad variety of matters. May provide explanation and interpretation of town, state, and federal laws or regulations pertaining to accounting functions to the public and other employees.

Answers questions from the general public relative to departmental operation and procedures. Performs a variety of clerical duties including correspondence, spreadsheets, and e-mail.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in accounting or closely related field; five years of progressively responsible municipal accounting experience or administrative/clerical work in a municipal accounting office, including working with computerized accounting systems; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of governmental fund accounting. Knowledge of the standard principles, procedures, records, and forms related to computerized accounting systems. Working knowledge of municipal government, municipal finance and municipal retirement systems

Ability: Ability to communicate effectively both verbally and in writing. Ability to maintain complex financial records and to provide information and prepare reports from such records, especially computer reports. Ability to identify and analyze complex issues and to develop appropriate recommendations to the supervisor. Ability to perform detailed work accurately with dispatch and within strict deadlines. Ability to interact effectively with all individuals. Ability and willingness to learn UMAS accounting, GAAP, GAAFR and GASB.

Skill: Specialized skills in utilizing a variety of computer and accounting software systems. Skill in MUNIS. Excellent computer skills in utilizing personal computers. Skill in utilizing popular word-processing, spreadsheet, and data base applications. Skill in operating the above listed tools and equipment.

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.

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Essential functions require close vision for regularly working with details and numbers. Some tasks require the ability to communicate orally.

(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.)