

TOWN ACCOUNTANT

Basic Function

The Town Accountant is responsible for the administration of the town's accounting functions, including accounts payable, accounts receivable, payroll, financial statements and reports, cash and fund reconciliation, and fixed asset and general inventory control. The Town Accountant ensures that all transactions conform to Massachusetts General Laws and sound municipal accounting practices.

The position of Accountant is appointment by the Selectboard and has everyday supervision by the Town Administrator.

Essential Duties and Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. The position also includes other duties as discussed in the Additional Duties section below.

- 1) Accounts Payable:
 - Receives all invoices generated by departmental purchases.
 - Examines all invoices for accuracy, availability of funds, and legality of expenditure.
 - Prepares and submits vendor warrants for approval by Select Board and payment by Treasurer.
 - Prints vendor checks.
 - Posts expenditures to general ledger.

- 2) Payroll:
 - Establishes and maintains computer employee files with pertinent salary and benefit information.
 - Receives and examines all payroll schedules for accuracy.
 - Prepares and submits payroll warrants for approval by Select Board and payment by Treasurer.
 - Posts expenditures to general ledger.

- 3) Accounts Receivable and Other Fund management:
 - Posts commitments, cash receipts, refunds, tax liens and abatements to receivable accounts.
 - Reconciles receivables with Treasurer/Collector.
 - Posts cash receipts, journal entries, tax recap, and town meeting votes to general ledger.
 - Reconciles cash with Treasurer.

- 4) Financial Statements and Reports:
 - Provides computer generated monthly reports of appropriation balances.
 - Provides computer generated monthly revenue and expenditure reports of other fund balances.
 - Balances and closes town books effective 6/30/fy.
 - Prepares and submits computer generated balance sheet for certification of free cash.
 - Prepares computer generated financial report for Annual Town Report.
 - Prepares computer generated annual Schedule A report required by Department of Revenue.

Prepares all other Federal, State and Local reports as required by law.

5) Other Duties:

- Maintains accurate and organized records for an independent audit.
- Prepares and submits Accounting Office budget to Town Administrator.
- Responds to and makes in person and telephone inquiries.
- Prepares and submits all reports to Assessors necessary for tax rate certification.
- Maintains accounting records of fixed assets and inventory.
- Maintains schedule of depreciation of fixed assets.
- Maintains Accountant Office records and files

Additional Duties

The position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

Supervision

Works under the direction of the Town Administrator in close cooperation with other members of the Town's financial team. The employee functions predominantly independently, referring specific problems to the Town Administrator when clarification or interpretation of town policy or procedures is required.

Supervises the work of department clerks or assistants.

Performs responsible duties requiring a thorough knowledge of accounting operations and the exercise of independent judgment to make decisions concerning daily operations and the administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the Accounting Office.

Work Environment

Work is performed under typical office conditions. Workload is subject to seasonal fluctuations.

The employee operates standard office equipment.

The employee has ongoing contact with the public, town departments, vendors, financial institutions and state agencies and communicates by telephone, in person and in writing.

The employee has access to town-wide confidential information, including personnel files, bid documents and personal information about taxpayers.

Errors could result in monetary loss, delay or loss of service, and legal repercussions.

Essential Qualifications

Bachelor's degree in accounting, finance, business administration or related field (master's preferred). Seven to 10 years of responsible experience in accounting or financial management, five years supervisory experience in municipal finance, or equivalent combination of education and experience. Designation as "Certified Governmental Accountant" by the MMAAA preferred. Proficiency in general ledger/accounting tasks, requisition/purchase order processing, spreadsheets, fixed asset processing, annual budget preparation and analysis is required. Working knowledge of accounting and financial software is required. Knowledge of Chapter 44 Municipal Finance, GASB, MGL Chapter 30B, and highly proficient computer skills. General knowledge of accounting records and records maintenance as demonstrated by the ability to maintain appropriate, accurate and accessible records. Experience with Vadar software preferred.

Physical Requirements

Physical Requirements are listed for informational purposes. Applicants may be requested to demonstrate the ability to perform the essential duties of the position during the application process.

Minimal physical effort is required to perform duties under typical office conditions. The employee is routinely required to speak and hear and use hands to operate equipment. The employee is frequently required to lift, move, and/or push items weighing up to 30 pounds. Vision requirements include the ability to read routine and complex documents and use a computer.

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.

Salary

Full-time, Benefit eligible position. Salary range: \$60,000 – \$70,000 DOQ

To apply

Email resume and cover letter to admin@townofhardwick.com or via post to Town of Hardwick, Town Administrator, PO Box 575 Gilbertville, MA 01031 by May 2, 2022.