



LYNN DAVINE
Personnel Director

City Of Attleboro, Massachusetts

PERSONNEL DEPARTMENT
Government Center • 77 Park Street
Attleboro, Massachusetts 02703
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City of Attleboro
External Posting (03/27/2024)
Assistant City Auditor – Auditor's Office
\$42.05 - \$56.51 per hour

The City of Attleboro Auditor's Office seeks an Assistant City Auditor under the general supervision of the City Auditor to perform professional accounting work of a supervisory and participatory nature in order to maintain financial records

Duties include: Assists the City Auditor in maintaining a complete set of financial records for all City accounts and appropriations including enterprise funds. Maintains the general ledger recording all financial transactions, including, expenditures, revenues, assessments, and abatements and votes of the Honorable Municipal Council. Maintains records for special fund accounts including grants from state and federal agencies and private entities. Assists the City Auditor in the preparation of fiscal year-end reports submitted to the Department of Revenue, such as the balance sheet and revenue and expense statements for certification of free cash and retained earnings, and the Schedule A detailing all financial activity for the fiscal year. Supervises the posting of cash receipts to the general ledger; supervises the posting of all monthly journal entries, such as commitments and abatements, corrects errors as necessary. Completes monthly reconciliations. Works independently on complex projects at the direction of the City Auditor. Assists in the preparation for and completion of the annual audit of the Financial Statements and Single Audit in compliance with GAAP. Reviews grant documents and reports including but not limited to the End of Year Report. Has access to confidential information and completes journal entries on a variety of matters. Provides assistance to department heads and other City employees on matters relating to finance. Performs the duties of the City Auditor in their absence. Performs related work as required.

Requires Associates degree in accounting, finance or related field and three years of progressively more responsible professional accounting experience, or any equivalent combination of education and experience. Preferred Bachelors' degree in accounting, finance, or related field and two years of experience in municipal finance. Preferred, Massachusetts' Governmental Accounting Certification (MMAAA) or the ability to obtain the certification.

If interested, please submit a resume, cover letter, and completed employment application to the City of Attleboro, Personnel Office, 77 Park St., Attleboro, MA 02703 or personnelfloatclerk@cityofattleboro.us no later than April 10, 2024.