

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
488 Chapin St., Ludlow, MA 01056
(413) 583-5600, x1268
HRJobs@ludlow.ma.us

**** EXTERNAL POSTING ****

Title:	Town Accountant	Classification:	Exempt; Benefited
Department:	Accounting	Grade: M5	Annual Salary: Up to \$110,000
Reports to:	Town Administrator	Effective Date:	July 1, 2023

GENERAL SUMMARY

The Town Accountant is responsible for performing administrative and supervisory duties, as well as technical accounting, financial and computerized functions in maintaining and auditing the municipal accounting system. Administers all internal and external financial reporting requirements. Responsible for development and assembly of the annual and capital budget. Interprets and administers federal, state, and local laws, regulations, and policies relevant to municipal financial management.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Reviews Town Meeting articles. Attends Town Meetings, records, and monitors Town articles.
- Manages and updates chart of accounts. Sets up annual billing and AR charge codes. Reviews and performs journal entries before posting to General Ledger.
- Reconciles cash balances monthly in General Ledger. Reconciles accounts receivable balances quarterly.
- Reviews and authorizes Town and School payroll and bill warrants.
- Reviews and approves weekly payroll for department staff and reviews and approves contracts for procurement and funding.
- Supports Town Administrator in managing annual budget process through three levels. Posts Expenditure Budget, Cherry Sheet Revenue, and Recap to the General Ledger. Monitors and reports on town budget to town departments and Board of Selectmen continually.
- Coordinates Town and workers' compensation audits. Prepares required documents and coordinates with various departments for documentation.
- Maintains fixed asset schedule.
- Prepares 1099's annually and Accounting Sheets for the annual report, including Free Cash Analysis; Stabilization Fund Analysis; Annual Expense and Revenue reports; Cherry Sheet Analysis; Enterprise Fund Expense; Revenue Reports; Special Articles, and Special Revenue Funds.
- Prepares annual Free Cash for certification, Schedule A, and Tax Recap.
- Prepares grant reviews and cover sheet for grants. Monitors use of funds.
- Accounts and reports for bonds, debt schedules, statement of indebtedness, and insures accurate recording.
- Reviews and approves Chapter 90 project and reimbursement requests. Reconciles Chapter 90 Fund quarterly.
- Calculates and posts fuel allocations monthly.
- Manages end-of-year transfers with departments. Communicates information to Town Administrator, Finance Committee, and Board of Selectmen.
- Analyzes Overlay annually and requests release from Assessor. Analyzes Debt Reserve annually and authorizes release of funds.
- Performs annual closing and opening of new year in MUNIS.
- Required to perform all similar or related duties as directed by Supervisor.

MINIMUM QUALIFICATIONS

Qualified candidate must have a Bachelor's degree (Master's preferred) in Accounting, or related field, plus five years' related experience in municipal government, or in a non-profit organization or an equivalent combination of education, training, and experience. Supervisory experience preferred. Candidate must be proficient in all Microsoft Office Suite applications and MUNIS.

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Knowledge of MGL, Town by-laws and Massachusetts procurement Laws. Candidate must possess excellent communication and customer-service skills as well as time-management, interpersonal, and organizational skills. Employment is subject to passing a CORI, pre-employment physical & drug test. This role is a hybrid opportunity, allowing for a flexible distribution of tasks across the office, and remote work, as needed.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow Employment Application** available at <https://www.ludlow.ma.us/Jobs.aspx> via email to HRJobs@ludlow.ma.us. **No application submissions will be accepted if incomplete.** Applications will be accepted until position is filled. Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.