

TOWN OF SHREWSBURY
Position Description

Position Title: **Assistant Town Accountant**

Department: Accounting

Reports To: Town Accountant

Date: March 2024

Definition

Responsible professional accounting work assisting the Town Accountant to ensure accurate maintenance of all town financial records and proper preparation of departmental budgets; all other related work, as required.

Supervision

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.

The employee works independently, establishes own work plan and completes work in accordance with established departmental policies and standards; complex auditing issues and unusual situations are referred to the Town Accountant.

Supervisory Responsibilities

Oversees the work of one full-time employee.

Essential Duties and Responsibilities

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.

- Serves as department liaison in the daily operation of the department and problem resolution.
- Analyzes general, revenue and expenditure ledger accounts, on a periodic basis, to ensure accuracy of data and compliance with appropriate laws.
- Prepares and enters monthly journal entries; sets up new GL accounts, revenue and expenditure accounts, as required; assists with budget account postings and reconciliations.

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- Maintains subsidiary revenue and expenditure levels; reviews monthly ledger reports with the Town Accountant.
- Provides information to all town departments on matters pertaining to internal control policies and revenue and expenditure transactions.
- Provides assistance to staff on accounts payable issues and performs those functions, when necessary.
- Processes biweekly payroll reconciliations; maintains records and coordinates town and school internal payroll processing systems.
- Processes payroll checks; processes year-end closings and generates W-2 and 1099 forms, reconciling and coordinating with the Treasurer's Office for year-end reporting.
- Performs cash and receivable reconciliation.
- Performs duties of the Town Accountant in his or her absence.
- Performs other similar or related duties as required, or as situation dictates.
- Operates standard office equipment.
- Performance of duties requires daily contact with other town departments and employees and regular contact with vendors and state agencies to provide and obtain information on accounting and financial issues.
- The employee has access to confidential information, including personnel files, collective bargaining negotiations, bid documents and lawsuits.
- Errors could result in delay or loss of service, monetary loss and legal repercussions.

Recommended Minimum Qualifications

Education and Experience

Associate's Degree in accounting or a related field; Bachelor's Degree preferred; three years of professional accounting, auditing or payroll experience; municipal experience preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Thorough knowledge of municipal finance laws, accounting, budgeting and finance

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principles and practices. Knowledge of the organization and operation of town departments and of legal controls over municipal finance in the Commonwealth. Knowledge of automated municipal finance systems, such as MUNIS.

Ability to analyze and interpret financial data and present findings clearly in written and oral form. Ability to maintain detailed and extensive records and prepare reports. Ability to work effectively under time constraints to meet deadlines. Ability to establish and maintain cooperative relationships with staff, town officials and governmental representatives. Ability to work independently and make decisions.

Skill and accuracy working with numbers and detail. Skill in data processing, word processing, spreadsheet and related financial applications. Excellent organizational skills.

Work Environment & Physical Requirements

Occasional lifting and/or moving up to 20 pounds. Noise level is generally quiet.

While performing the duties of this job, the employee is frequently required to sit, stand, walk short to moderate distances, talk, listen, hear, and use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to balance, stoop, kneel, or crouch.

The working conditions & 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.

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.