



ASSISTANT TOWN ACCOUNTANT (MS-12)

Position Purpose:

Performs highly responsible financial support to the Finance Director/Town Accountant. Work requires initiative and independent judgment in the application of prescribed policies, procedures, and methods. Performs all other related work as required. Performs duties of Finance Director/Town Accountant due to absence or disability.

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 with maintaining a complete set of accounting records and vendor information; performs accounts payable, budget entries, warrants, fixed assets and purchasing duties. Assists with purchase requisitions, purchase orders and purchase order change orders.
- Reviews town and school purchase orders and invoices for accuracy and inputs any departmental or other invoices as needed. Breaks down monthly combined telephone bills and processes invoices. Maintains grant/project spreadsheets and verifies balances to financial software for both the town and school.
- Verifies that funds are available to pay invoices, processes weekly warrant and submits to the Finance Director/Town Accountant for review then processes the final warrant.
- Matches up and checks both town and school cash receipts for accuracy. Posts cash receipts to general ledger.
- Reviews and posts collections and adjustment journal entries. Performs budget adjustment entries and verifies and posts entries.
- Assists in preparing cash and monthly revenue reports.
- Reviews departmental time sheets for accuracy and reviews and posts the payroll entries from payroll.
- Assists with the preparation of annual tax recapitulation sheet, the annual certification of free cash and with preparation of annual DOR reports.
- Assists with the preparation and processing of the fiscal year end and preparation for the annual independent audit. Assists in the data entry and editing of the yearly budget report.
- Generates and distributes monthly budget reports to all town departments. Assists in preparing various accounting reports, including school end of year report, Schedule A and Free Cash Report.
- Sets up and maintains vendors on the financial system, making sure a completed W-9 form is on file. Verifies and processes 1099 and miscellaneous forms at calendar year end. Establishes electronic funds transfers in the financial system, if applicable.
- Reviews certified payrolls that accompany invoices and verifies documentation provided as needed, for compliance with purchasing laws and procedures.
- Performs special projects and compiles, analyzes and reviews data as requested by the Finance Director/Town Accountant.
- Provides general office assistance answering the phone, filing and ordering supplies as needed.



TOWN OF SOUTHBRIDGE

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- Performs similar or related work as required, directed or as situation dictates. In the absence of the Finance Director/Town Accountant, the assistant will perform the duties of the Finance Director/Town Accountant.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's or Bachelor's Degree in business, accounting or related field preferred. Three (3) to five (5) years' office and/or accounting experience; or an equivalent and relevant combination of education, and experience preferred. Supplemental courses, training and/or education in a related field are highly desirable. Successful completion of the Massachusetts Certified Government Accountant Program within 3-5 years of hire. This must also be maintained throughout employment.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Thorough knowledge of departmental operations. Familiarity with accounting principles and procedures. Knowledge of municipal finance laws and regulations. Knowledge of local government practices and procedures. Knowledge of the operation of computer software applications.

Ability: Ability to communicate effectively and tactfully with staff and the public. Ability to compose correspondence. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Analytical ability. Ability to maintain and create spreadsheets and records. Ability to use automated accounting systems.

Skill: Excellent customer service skills. Strong organizational skills. Proficient computer skills.

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.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must frequently lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Certain tasks require the ability to view computer screens for extended periods of time.

Supervision:

Supervision Scope: Performs a variety of responsible duties which are generally defined by precedent or established guidelines; generally works independently and specific questions are referred to the supervisor.

Supervision Received: Work is performed under the supervision of the Finance Director.



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Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Makes frequent contacts with town departments, vendors and outside organizations. Contacts are by phone, through correspondence, email, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Errors could result in delay or loss of department services and financial repercussions.

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.