

## **NOTICE OF VACANCY - PLEASE POST**

<b><u>TITLE:</u></b>	Assistant Accountant
<b><u>DEPARTMENT:</u></b>	Finance
<b><u>POSITION STATUS:</u></b>	Full time, non-union position with benefits
<b><u>SALARY:</u></b>	Negotiable; DOQ, Experience/Education

### **DEPARTMENT SUMMARY:**

The Finance Department is responsible for the development and oversight of the annual city budget, financial reporting and serves to protect the fiduciary interests of the City of Salem by ensuring financial records are accurately maintained and preserved while utilizing sound audit and accounting practices in accordance with GAAP and local, state, and federal laws.

### **JOB SUMMARY:**

Works directly under the direction of the Finance Director and Assistant Finance Director, the Assistant Accountant position plays a critical role in the daily operations of the department. This person shall be able to develop and foster relationships with representatives of all municipal departments, communicate and manage time effectively while balancing multiple tasks. Will ensure proper daily posting and reconciliation of financial activities, assist with the coordination of monthly and annual budget to actual monitoring and reporting. Assists with work of the office staff in terms of effectiveness and conformance with standard policies and procedures. Performs regular duties on own initiative, exercising judgment in determining appropriate course of action.

### **DUTIES:**

The essential functions or duties listed below are intended as illustrations of some of the various responsibilities 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 in the daily operations of the Finance Department.
- Responsible for proper posting of daily, weekly, monthly, journal entries, Treasurer's and Collector's Receipts, and warrants.
- Assists with year end processing and preparation of financial statements and reporting between June through September.
- Review departments' budgets, expense and revenue transfer requests to ensure proper backup and process requests accordingly. Ensure all requests are sent back to departments as applicable.
- Ability to supervise accounts payable clerk and other support staff as needed and perform work when necessary to ensure workflows are adhered to timely.
- Will maintain Capital Improvement Project schedules and monthly reports, ensure proper account posting.
- Prepares, reviews and processes quarterly grant reconciliation reports to and from City Departments
- Assists in setting up new funds and accounts in MUNIS following Uniform Municipal Accounting System (UMAS) guidelines as established by the Massachusetts Department of Revenue.
- Performs Operational Audits to ensure compliance with City Policies and Procedures.
- Assists with preparation of the annual City Budget.
- Other duties as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

The Assistant Accountant shall have a degree in accounting. Must have strong PC skills using Microsoft Excel, Power Point and Word.

Ability to learn how to update and maintain Finance Department Web Site. Should possess strong verbal and written skills and must be able to understand and follow oral and written instructions. A thorough knowledge of the principles of office management is essential. Must be well organized and have the ability to work independently. Knowledge of MUNIS and Fund Accounting a plus.

Will be required to gain a full understanding and ability of the MUNIS software.

**PHYSICAL DEMANDS:**

The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is regularly required to sit, stand, walk, stoop, talk, hear, see, and perform fine finger manipulation in the use of the computer. The employee may occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate; can increase during times when public activities are held within the building.

Qualified applicants are encouraged to apply to [jobs@saalem.com](mailto:jobs@saalem.com), the position will be available until filled.

**DATED:** November 27, 2018

City of Salem, 98 Washington Street, 3<sup>rd</sup> floor  
Salem, MA 01970  
Lisa B. Cammarata, Director

EEO/AA