



Town Accountant

Department: Finance/ Accounting
Reports To: Chief Financial Officer
Appointed by: Town Manager

Salary Grade: 14
FLSA Status: Exempt
Date: December 2023

GENERAL SUMMARY:

Under the general supervision of the Chief Financial Officer (CFO), performs professional and administrative work to ensure the efficiency of the municipal accounting function of all town departments; Responsible for maintaining and improving the efficiency and effectiveness of all areas under the direction and control of the position. Performs varied and responsible duties requiring the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures, and a thorough knowledge of departmental operations, Mass General Laws, GASB and UMAS. Incumbent is called upon to handle a significant amount of detail, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

- ◆ Performs and/or supervises performance of the municipal accounting functions of all town departments and the Concord Retirement System. Ensures the efficiency of all department operations and the accuracy of all department work products.
- ◆ Manages complex computerized accounting systems.
- ◆ Maintains all financial records; posts to general ledger and subsidiary ledgers; prepares, coordinates or reviews more complex accounting transactions and entries such as tax Recap sheets, certification of Free Cash, Schedule A and fixed assets. Prepares and analyzes monthly operating statements and other internal statistical and financial reports as required. Serves as primary contact with external auditor in all phases of the annual audit; prepares all audit schedules and supplementary schedules and work papers as may be required for efficient conduct of the audit examination.
- ◆ Develops Accounting Division budget request for submission to CFO and approval by the Town Manager.
- ◆ Works to ensure expenditures of town and public school funds are in compliance with town policies and legal authority to spend; supervises the preparation of payable and payroll warrants; reviews and approves all payments made by the town. Maintains custody of all contracts entered into by the town.
- ◆ Compiles and submits accounting reports as required by state and federal laws and regulations and by town bylaws. Prepares periodic and annual financial statements. Prepares periodic enterprise fund, capital project and other special reports and analysis.
- ◆ Develops and implements comprehensive policies and procedures regarding town-wide accounting controls and processes.

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- ◆ Serves ex officio as a member of the Concord Retirement System Board.
- ◆ Supervises billing operations and maintenance of water/sewer/stormwater/septage and electric utility receivable systems.
- ◆ Performs and oversees monthly reconciliation of cash, receivables and other balance sheet accounts for all funds on a monthly basis. Prepares and submits all required periodic federal and state grant accounting reports and maintains all grant accounting records.
- ◆ Responsible for internal audit functions; reviews financial and control procedures of operating departments.
- ◆ Researches and provides information to town staff and general public as needed.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

Supervises the activities and performance of and provides functional oversight to the Assistant Town Accountant, Senior Account Clerk and Utility Account Clerk. Carries out supervisory responsibilities in accordance with policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION & EXPERIENCE:

- ◆ Bachelor's degree in Accounting, Master's preferred or related field, plus seven years of progressively responsible experience in municipal government finances and accounting operations, including supervisory experience; or any equivalent combination of education and experience. Massachusetts Certified Governmental Accountant designation by the MMAAA preferred.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Excellent interpersonal skills; ability to communicate effectively both verbally and in writing; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships with coworkers.
- ◆ Thorough working knowledge of accounting principles and practices and fund accounting. Specialized knowledge and experience in the application of state or municipal accounting and applicable laws and regulations. Extensive knowledge of municipal government relating to finances and retirement systems.
- ◆ Ability to work with a high level of detail; ability to prioritize multiple tasks and deal effectively with interruptions; ability to identify and analyze complex issues and to develop appropriate recommendations.

WORKING CONDITIONS & PHYSICAL DEMANDS:

External and internal applicants, as well as position incumbents who are or become disabled as defined under the Americans With Disabilities Act, must be able to perform the physical demands (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Majority of work is performed in a quiet office environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

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Operates computer, printer, audio-visual equipment, calculator, telephone, copier and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping is also intermittently required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

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.

Starting salary range: \$102,045 - \$122,450/yr; depending on qualifications.

Applications will continue to be accepted until filled. All applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews and/or other assessments. Applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including criminal, credit record checks and a drug screening. Costs for these pre-placement requirements will be borne by the Town.

The Town of Concord, MA is an EEO Employer. We value diversity and welcome candidates of all backgrounds to apply.

To Apply: Please visit our website at www.concordma.gov/jobs or call Human Resources at 978-318-3025.