



**Town of Brookline
Human Resources Office
333 Washington Street
Brookline, MA 02445**

EMPLOYMENT OPPORTUNITY

Comptroller

The Town of Brookline seeks highly qualified applicants for the position of Comptroller. Under the general direction of the Director of Finance, the Comptroller is responsible for managing accounting and auditing functions in accordance with appropriate Massachusetts General Laws, bylaws and generally accepted accounting principles for municipal government; responsible for maintaining official accounting records, comprehensive financial reporting, compliance with legal and contractual obligations, appropriation and expenditure controls. Supervises general ledger, cash receipts recording, accounts payable, and employee benefits recording functions. Certifies availability of funds, appropriateness of payments, legality of charges and verifies all claims for refunds; reviews requests for payments for goods, services or other claims upon Town funds. Performs other required duties.

Qualifications:

Bachelor's Degree in accounting, finance, or business administration; 5 years of professional accounting experience; municipal finance experience preferred, at least 2 years of which must have been in an accounting supervisory capacity. CPA preferred. Thorough working knowledge of generally accepted accounting principles, promulgations of the Governmental Accounting Standards Board (GAS B), applicable Massachusetts General Laws regarding, finance, insurance, and procurement; and knowledge of automated accounting management systems, such as MUNIS Financial Management system. Equivalent knowledge via specialized education, training, and/or experience may substitute in part for the educational requirement.

Starting salary \$116K annually, plus generous benefits and excellent working conditions.

For full consideration submit your resume and letter of interest by April 14, 2024
<https://brooklinema.clearcompany.com/careers/jobs/039cee06-2348-9135-a6d3-07b423f44382/apply?source=2989065-CS-55901>