

## **Town of Charlton Seeks a FT Assistant Town Accountant**

The Town of Charlton seeks to fill a FT (40 hours) Assistant Town Accountant position. Under the general direction of the Finance Director the Assistant Town Accountant performs professional, responsible and technical work in assisting the Finance Director in accomplishing the goals, objectives and functions of the office; office management work related to the accounting and the administrative work of the department; all other related work as required.

### **QUALIFICATIONS**

- Bachelor's Degree in accounting or related field, or five (5) years of experience in a municipal finance related area and experience with UMAS; or any equivalent combination of education and experience.
- Ability to be bonded.
- Certified Massachusetts Governmental Accountant preferred. If not, must be willing to pursue obtaining Certification.

#### *Knowledge, Abilities, and Skills:*

- In depth knowledge of computer applications for accounting and financial management. Knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.
- Knowledge of internal control procedures accounting procedures and audit controls.
- Knowledge and ability to employ records management practices. Ability to maintain accurate and detailed records and prepare reports from such records.
- Ability to multi- task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.
- Ability to interact tactfully and effectively with Town employees, supervisors, officials, Vendors, Auditors, and the general public.
- Good communication skills; ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality of information.
- Ability to operate various types of office equipment and perform routine support of such equipment.
- Excellent customer service skills.
- Excellent math skills. Excellent organizational, planning, computer, and analytical skills.
- Knowledge and ability to process Accounts payable and 1099's.
- Knowledge and ability to process payroll for multiple departments.

**Full Position Pay Range:** \$26.52 – \$29.27 hourly dependent on qualifications. Competitive benefits offered.

**Internal/External Applicants:** To be considered for this vacancy, please submit the required *Application for Employment*, found at <https://www.townofcharlton.net/158/Human-Resources>. Applications must be received **by March 26, 2024**. *The Town of Charlton is an equal opportunity employer and encourages diversity.*