

**Notice of Vacancy
Town Accountant**

February 29, 2024

The Town of Essex is seeking qualified applicants for the position of Town Accountant, with an anticipated start date on or about July 1, 2024. Interested candidates must have at least three years' experience in municipal accounting (six years preferred) and experience with VADAR Systems accounting software is preferred. An Associate's Degree in Accounting or related field is required and a Bachelor's Degree in Accounting, Finance, or related field is preferred. The position requires the preparation and approval of weekly payroll and bills payable warrants; knowledge of UMAS and GAAP regulations; maintenance and reconciliation of the general ledger; management and development of municipal budgets in concert with others; and the performance of a number of complex cyclical certifications and procedures requiring interaction with the Massachusetts Department of Revenue, the Essex Board of Assessors, the Essex Treasurer/Collector, the Essex Finance Committee, various Town departments, and the Town's outside auditor. The Town Accountant is required to attend Finance Committee meetings, Town Meetings, and certain meetings of the Board of Selectmen, most of which occur in the evenings. Copies of the detailed job description are available from the Town Administrator in Town Hall or at bzubricki@essexma.org. Salary will be negotiated commensurate with experience and education and an employment contract may be offered. Please send a cover letter and resume to Essex Board of Selectmen, Town Hall, 30 Martin Street, Essex, MA 01929 or bzubricki@essexma.org. This vacancy announcement will remain open until the position is filled.