

<b>Job Title:</b> Town Accountant	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Town Manager	<b>Department:</b> Accounting	<b>Grade:</b>
<b>Created date:</b> 2/22/2024	<b>Revised date:</b>	<b>Approved date:</b>
<b>Created by:</b> HR	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF WARE  
TOWN ACCOUNTANT**

**Statement of Duties**

Administrative, supervisory, and technical work in monitoring and directing the municipal accounting system; performs various accounting functions including accounts receivable, accounts payable, financial statements, budget administration, reconciliations, payroll, audits, and other related Town accounting services. Administers all internal and external financial reporting requirements; all other related work as required.

**Supervision**

Works under the administrative direction of the Town Manager with duties and responsibilities defined by the Massachusetts General Laws and local bylaws, incorporating the Generally Accepted Accounting Principles and the Uniform Municipal Accounting System.

Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; assumes direct accountability for departmental results.

**Job Environment**

- Work is performed under typical office conditions; attends evening meetings as needed.
- May be required to work outside of normal business hours including weekends during cyclical periods.
- Operates computer and general office equipment, such as calculators, copiers, and facsimile machines.
- Work requires occasional contact with the general public, regular contact with all town departments, state, federal and private organizations, requiring administrative and technical knowledge and ability.
- Has access to all town-wide confidential information, such as bid proposals, personnel records, loan documents, contract information and union contracts.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the town's financial position; errors may also result in legal ramifications.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types of work 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.*

- Responsible for the development and implementation of the Town's accounting system

and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls.

- Prepares all accounts payable/payroll warrants for submission to the Treasurer for payment and may refuse payment approval if such payments are deemed fraudulent, excessive, or unlawful as prescribed by Massachusetts General Laws.
- In conformity with state law as set forth by the Director of Accounts, maintains a complete set of financial books of the Town, showing appropriation amounts and purpose of expenditures; receipts from all sources; debts, amount of assessments levied, and abatements made.
- Manages general ledger activity for all town funds including the General Operating Fund, Enterprise Funds, and Agency Funds.
- Monitors revenue and expenditures for all town meeting authorized Revolving Funds, as prescribed by Massachusetts General Law Chapter 44 Section 53E1/2.
- Monitors revenue and expenditures of all State, Federal, individual, and private corporation Grants and donations.
- Collects, analyzes, and updates data using Excel spreadsheets.
- Responsible for the development and preparation of year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the Department of Revenue for certification of free cash; prepares and submits annually to the Department of Revenue, Schedule A, detailing all town financial activity for the fiscal year.
- Ensures submission of monthly reports to Board of Selectboard, Town Manager and departments detailing all financial activity; reviews Treasurer's receipts, reconciles to Treasurer' cash, reconciles all accounts receivables with various department heads as to outstanding balances.
- Advises the Board of Selectboard, Town Manager, department heads, and other town committees, on financial and operational matters.
- Acts as integral member of Financial Team by verifying accuracy of budgets, providing financial analysis, and making recommendations to the Town Manager relative to the financial condition of the town.
- Attends Annual and Special Town Meetings as well as meetings of the Board of Selectboard; Finance Committee or other boards and committees to discuss financial matters and offers advice regarding numerous financial matters for the town.
- Maintains and updates Town's Fixed Assets listing.
- Maintains file of all original contracts entered into by the Town.
- Coordinates annual financial and Worker's Compensation audits.
- Performs similar or related work as required, or as situation dictates.
- Develops and implements payroll projections for all town departments for budget projections.
- Prepares departmental budget worksheets for annual budget process.
- Issues 1099s
- Determines the correctness of weekly payrolls as to the hourly rate, hours worked, and appropriation to which it is to be posted.
- Determines the availability of funds to cover the payroll amounts.
- Maintains complete record of all town employees for payroll rates, longevity, stipends, and pay raises.
- Supervises and tracks all deduction accounts for correctness and availability of funds.
- Implements school cross posting for payrolls and accounts payable.

## Qualifications

### Education and Experience

**Recommended Minimum:** Degree in Accounting, business administration or related field; with five years of progressively responsible experience in professional, municipal accounting; or an equivalent combination of education and experience. Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) Certification as a Certified Governmental Accountant within two years of employment required. **Preferred:** Bachelor's Degree in Accounting, Business Administration, Taxation, Finance, or a similar field; with ten years of progressively responsible experience in public or government finance, at least three of which must be in a management capacity. Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) Certification as a Certified Governmental Accountant preferred. Experience with Microsoft Office and MUNIS or Tyler accounting software desired.

### Knowledge, Ability and Skill

#### Knowledge:

- Thorough knowledge of the principles and practices of municipal accounting and of applicable provision of the Massachusetts General Laws.
- Knowledge of the uniform municipal accounting system.
- Working knowledge of computer applications for accounting and financial management.

#### Ability:

- Ability to analyze and interpret financial data and to present findings clearly in written and oral form.
- Ability to establish and maintain cooperative relationships with town officials and governmental representatives.
- Ability to determine work priorities and to meet established schedules and deadlines.

#### Skill:

- Proficiency in Excel.
- Knowledge of MUNIS software preferred.
- Skill in working with numbers and detail.
- Excellent analytical and communication skills.
- Computer skills including proficiency with intermediate spreadsheet analysis, database updating, report generation, and internet research.

### Physical and Mental Requirements:

- Minimal physical effort required to perform functions under typical office conditions.
- Position requires the ability to operate a keyboard and standard office equipment at an efficient speed. The employee is required to use hands to finger, handle or feel objects tools, or controls, and to reach with hands and arms.
- The employee is frequently required to sit, talk, and hear.
- Occasionally may be required to lift objects up to 30 pounds.
- Specific vision requirements include close vision, distance vision, and the ability to

adjust focus.

*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.*