



**Position:** Town Accountant

**Department:** Accounting **Affiliation:**

Personal Contract

**FSLA Status:** Exempt Benefits:

**Hours:** Eligible Regular 37.5 Hours Work Schedule\*: Monday, Wednesday and Thursday 8am-4pm, Tuesday: 8am-7:00pm, Friday:8am-12pm

\*Additional hours as required to complete work projects and attend after-hours meetings.

**Salary:** \$100k+, to be negotiated based on candidate's qualifications, experience, education and current certifications. Competitive benefits package includes paid time off (vacation, sick, personal), health & dental insurance and enrollment in the Norfolk County Retirement pension system.

#### **APPLICATION PROCESS/DEADLINE**

Interested individuals should submit a cover letter and resume. Email documents in a single PDF file to [town\\_administrator@holbrookmassachusetts.us](mailto:town_administrator@holbrookmassachusetts.us) or by mail/in person to the Town Administrator's Office 50 North Franklin Street Holbrook, MA 02343

Interested applicants are encouraged to apply immediately; position is open until filled.

#### **JOB SUMMARY**

The powers and duties of the Town Accountant are in accordance with the provisions of Massachusetts General Laws; the Town By-Laws and the policies of the Town. The Accountant performs professional administrative, supervisory, and technical work in maintaining comprehensive accounting records. Work includes maintaining a complete set of financial records for all appropriations, expenditures, receipts, assessments, levies and abatements initiated by town departments; approval and auditing of all payrolls, bills, drafts, orders, and other expenditures to ensure accuracy; and adherence to appropriate procedures and

availability of funds. Incumbent advises the Select Board and Town Administrator in the development of town-wide financial policies, procedures, goals and objectives. Thorough knowledge of municipal accounting principles and practices required. The FY'22 approved budget for both the Town and Schools is \$43.4M.

### **SUPERVISION RECEIVED AND GIVEN**

The Town Accountant is appointed by the Select Board, with duties and responsibilities defined by federal and state laws, incorporating the General Accepted Accounting Principles (GAAP) and the Uniform Municipal Accounting System (UMAS), town polices and town bylaws. Incumbent reports to, and is under the administrative/policy direction of the Town Administrator. Works independently; questions referred to Town Administrator, Department of Revenue and/or the town's Independent auditor when clarification of operating policies and procedures is needed; assumes direct accountability for department results. Supervises the Assistant Town Accountant; provides daily direction and mentorship of staff consistent with town polices and union contracts.

### **EDUCATION AND EXPERIENCE**

Associates or higher (Bachelor's desired) degree in accounting, finance, business or related field; minimum three plus years of supervisory experience in accounting or financial management; experience in municipal accounting and Certified Government Accountants (CGA) or Certified Government Financial Manager (CGFM) designation strongly preferred; or any equivalent combination of education and experience.

### **ESSENTIAL DUTIES**

*(The essential functions/ 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.)* Oversees the maintenance of comprehensive account records for the Town, including the general ledger, general journal, and subsidiary ledgers in accordance with GAAP and UMAS requirements. Controls financial monitoring of the fiscal year budget, including revenues and expenditures, ensuring that funds are expended in accordance with approved annual town meeting appropriation of funds. Manages AP/AR functions. Examines all bills and vouchers for appropriateness of expenditure, accuracy, and availability of funds before payment by the Treasurer, denying payment of any inappropriate bills in accordance with state and federal laws, rules, regulations and guidelines. Oversees the preparation of warrants and the processing of bills to be paid and the disbursement of monthly expenditure and revenue reports to the departments. Maintains the chart of accounts. Responsible for the compilation of the Town's annual budget; participates in budget meetings as requested by the Town Administrator, the Select Board, and the Finance Committee. Reconciles submitted attendance records with each department. Reconciles cash and receivables to the Town Treasurer accounts

on a monthly basis. Prepares the fiscal year-end balance sheets and appropriation reports for the Select Board and the Advisory Board, as well as the Recap Sheet in collaboration with the Town's financial team headed by the Town Administrator and the Finance Director. Assists all town departments on best practices related to financial management and expenditure and revenue of their department's budgets and revolving accounts. Keeper of all union contracts, leases and other vendor contracts for the town. Oversees the audit of the town's financial operation in cooperation with the outside auditors. Prepares appropriate local, state, and federal reports as required by Division of Local Services/Department of Revenue and in accordance municipal calendar deadline requirements. Maintains current knowledge of new legislation, regulations and changes in accounting procedures through publications, attendance at meetings and conferences and peer associations. Conducts research on municipal finance laws, special accounts, and other matters; obtains information pertaining to revenue sources, including state aid and prepares estimates of projected fiscal year revenues. Required to attend Town Meetings and to review Town Meeting warrant articles. Other essential duties include the attached list as summarized in the Accountant's Manual published by the Massachusetts Municipal Accountants and Auditors (MMAAA). Performs other similar or related duties, as required or as situation dictates.

#### **SPECIAL REQUIREMENTS, LICENSURE, OR CERTIFICATION**

- Professional certifications/exam eligibility is highly desirable; CGA designation will be a future requirement if not currently held. -Certified Government Accountants (CGA) designation from Massachusetts Municipal Auditors and Accountants Association (MMAAA) or Certified Government Financial Manager (CGFM) designation from Association of Government Accountants (AGA)
- Familiarity with State Procurement laws required. Massachusetts Certified Public Purchasing official (MCPPO) designation desirable.
- Ability to be bonded.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge:** High level knowledge of the principles and practices of municipal accounting and financial reporting. Working knowledge of the applicable provisions of the Massachusetts General Laws. Comprehensive knowledge of Generally Accepted Accounting Principles (GAAP), Uniform Municipal Accounting System (UMAS), and Government Accounting Standards Board (GASB) required. Working knowledge of computer applications for accounting financial management. The Town currently uses the SoftRite financial management system.

**Ability:** Ability to analyze and interpret financial data to present findings clearly. Maintain cooperative relationships with town officials, employees and government representatives. Communicate effectively in written and verbal form; must be able to consistently enforce rules while tactfully explaining rationale to stakeholders. Supervise department staff and to develop

policies and procedures for the department's operations. Formulate financial plans to manage projects and achieve town goals, meet deadlines, and expectations.

**Skills:** Demonstrated competencies in governmental accounting, auditing, financial reports, internal controls and budgets. Superior skills in databases and spreadsheets. Aptitude for mathematics and statistics with an astute attention to details for financial management. Excellent problem solving, organizational, and time management skills. Goal-oriented planner who is trustworthy with a strong work ethic. Proven leader who has excellent communication skills, delegates tasks effectively, and is a collaborative team player who is flexible and can adapt to different work styles.

#### **WORK ENVIRONMENT**

Work is performed in an office environment. Employee may be required to work beyond normal business hours to attend after hours meetings or to complete work assignments.