



# Town of Sandisfield

## Accountant Job Description

**General Summary:** Under the direction of the Town Manager, the Town Accountant has responsibilities defined in MGL to manage the town's financial affairs with responsibility for all monies belonging to the town including the monitoring, directing, approving and auditing of the Town's fiscal records and accounting system as related to the recording of all payroll, expenditure and receipt of revenues in accordance with local, State, and Federal laws/regulations and sound business practices. Employee is required to perform all similar or related duties.

**Confidentiality:** The employee has regular access at the departmental level to a wide variety of confidential information such as department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, monetary loss, or legal repercussions to the Town of Sandisfield.

### **Essential Functions:**

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

- Develops and implements the town's accounting system and procedures including cash books, general ledger, general journal, and subsidiary ledgers in accordance with GAAP and UMAS regulations.
- Monitors all budgetary expenditures including payroll and taxes for appropriated fund accounts for the town. Examines all bills and vouchers for appropriateness of expenditure, accuracy and availability of funds before payment by the Town Treasurer.
- Responsible for overseeing vendor warrants are completed in its entirety. Responsible for the periodic reporting cycle to all department heads concerning budget balances.
- Responsible for the maintenance of the Department's financial software computer system as well as making changes and improvements and acts as troubleshooter on all accounting system issues as well as the filing of all reports to the State Department of revenue and other governmental agencies.
- Responsible for the reconciliation and management of all general ledger accounts for town which involve cash, property taxes, liens, deferred taxes, motor vehicle excise tax, betterments, agency payable, tax titles, reserved fund balances, special revenue funds, revolving funds, trust funds, water and sewer enterprise accounts.
- Responsible for the entering and posting of Treasurer's receipts to general ledger accounts.
- Responsible for the reconciliation of Town Accountant's cash to the Town Treasurer's cash on a monthly and quarterly basis.
- Responsible for the updating of Accountant's debt ledgers as principal and interest becomes due.
- Prepares appropriate local (Annual Town Report) state, and federal reports as required.

- Oversees the preparation of warrants and the processing of bills to be paid. Processes purchase orders, and deny payment of any inappropriate bills in accordance with state and federal guidelines.
- Responsible for the preparation or review of financial articles appearing on the Town Meeting warrants.
- Responsible for timely preparation of fiscal year-end balance sheets and appropriation reports for the Board of Selectmen, Finance Committee, as well as the RECAP Sheet in collaboration with the Town's Board of Assessors in order to establish the Town's annual tax rate.
- Responsible for setting up of new appropriations on the town's financial computer system as well as the preparation of various town financial reports.
- Accountable to balance and reconcile accounts receivable with the Town Collector, special revenue accounts with town or school departments and trust funds with the Treasurer and payables as appropriate.
- Serves as Town liaison with the independent auditors of the Town; prepares financial statements and/or statistical reports in support of the annual audit; responsible for the internal auditing of the Town's financial operations.
- Maintains current knowledge of new legislation, regulations and changes in accounting procedures through publications review, attendance at professional association training programs, and ensures training opportunities for department staff to ensure compliance with applicable laws related to municipal finance.
- Responsible for compliance with the GASB34 regulation and its annual functions regard depreciating fixed assets and other related functions.
- Works cooperatively with all town departments to ensure safe, effective and efficient financial operations and administration.
- Responsible for the preparation of the department's Annual Town Report.

**Education and Experience:** Graduate of a four-year college with a Bachelor's degree in finance or accounting or a related field; three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Certification as a Treasurer by the Treasurer/Collector's and Town Accountant by the Town Accountant's Association within four (4) years of election. Must be bonded

**Knowledge, Abilities and Skill:**

**Knowledge:** Thorough knowledge of federal, state, and municipal laws and procedures relating to the function a municipal accountant; knowledge of accounting, collection work, payroll, personnel, borrowing and investing functions; working knowledge of computer software applications in spreadsheet applications and word processing; knowledge of office procedures and equipment; knowledge of investing and dealing with investment firms; knowledge of employment regulations.

**Town Accountant:** Thorough knowledge of municipal accounting and auditing principles, practices and procedures; thorough knowledge of generally accepted accounting principles, promulgation's of UMAS, Governmental Accounting Standards Board (GASB) and GAAP accounting standards, and applicable Massachusetts General Laws regarding municipal

accounting finance, insurance and procurement; knowledge of municipal budgetary functions; knowledge of financial software applications including database management, spread sheet applications and accounting functions.

Abilities: Ability to develop effective working relationships with regulatory agencies and to assume direct accountability for department results; ability to express oneself clearly and concisely orally and in writing. Ability to establish and maintain accurate accounting procedures and practices and to carry out assignments in a detailed and timely manner; ability to analyze and interpret financial data and to present findings clearly in written and oral form.

Skill: Proficient oral and written communication skills; working business math skills. Excellent organizational and data processing skill. Proficient analytical skills.

**Physical Requirements:** Work principally involves sitting. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.