

**Town of Ashfield, Massachusetts
Draft Job Description**

Position Title:	Town Accountant	Grade Level:	N/A
Department	General Administration	Date:	03/13/2023
Reports to:	Select Board, Town Administrator	FLSA Status	Exempt

GENERAL OVERVIEW

Statement of Duties

The Town Accountant (“Accountant”) is responsible for overseeing the effective administration of the town’s accounting services. This position will be responsible for ensuring accurate bookkeeping using the town’s software, reporting to state agencies, and working with town officials and committees to ensure the legal and appropriate expenditure of town funds. The employee is required to perform all similar or related duties as required by the Select Board or Town Administrator.

Hours/Salary

The Accountant is expected to work between eight and twelve (8-12) hours per week on town accounting needs. At least six to eight (6-8) hours per week will need to be done in person at town hall, either in one day or split over two days. Warrants are run biweekly every other Monday. Salary is determined by the Select Board and contingent on town meeting approval.

Supervision

The Accountant supervises no other employees. The Town Administrator serve as the immediate supervisor for this position, referring specific issues or problems to the Select Board as necessary.

Confidentiality

In accordance with the State Public Records Law, the Accountant has regular access to confidential information.

Judgment

The Accountant is recognized as the town’s authority in interpreting state financial laws and procedures. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Work Environment

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements.

Accountability

The Accountant’s primary responsibilities are the accurate and timely tracking of town finances. Improper judgement could result in monetary loss, legal repercussions, labor/material costs, jeopardize programs, and danger to public safety. Consequences of errors, missed deadlines, or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence in town government.

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Occupational Risk

The Accountant may be required to work beyond normal business hours to accomplish the needs of the town. Most risk exposure is that found in typical office settings.

Essential Functions

The powers, duties, and essential functions shall include, but are not limited to those listed in this section.

- Administers the day-to-day management of all accounting records of the town.
- Ensure that all accounting practices conform to the established policies and procedures and meet Town, State, and Federal requirements.
- Maintain detailed ledger records and flows of town monies for cash receipts, investments, earnings, assets, special funds, bonds, debt services, enterprise funds, revolving funds, trust funds, etc.
- Collaborate with town employees to monitor all accounting procedures and ensure regulatory compliance.
- Conduct monthly, quarterly, and annual reconciliation of cash with Treasurer & Collector.
- Submit biweekly reports generated by the accounting software to departments comparing budgets vs. actual expenditures.
- Compiles and submits year-end financial statements to town officials and the state Department of Revenue according to statutory requirements.
- Enter budget from Town meeting votes and budget amendments into accounting system in a timely manner.
- Conducts year end closing procedures/reporting to include, but not limited to: Schedule A, Balance Sheet, Income Statement, Tax recap, and preparation of Town's Annual Report.
- In collaboration with necessary officials, submit necessary documentation for the certification of Free Cash by October of each year.
- Oversees the preparation of bill warrants, examining for proper calculation, correct appropriation charges and within town meeting authorization, so as to prevent excessive, fraudulent, or unlawful practices.
- Oversees the entry of payroll charges into the accounting system as submitted by the Treasurer.
- Conducts internal audits of accounting practices/records and prepares for Town audits.
- Maintain vendor files and chart of accounts information for billing purposes.
- Advises boards/commissions/committees and all town departments regarding municipal finance laws and budgetary control.
- Provides assistance to a variety of town officials and department heads in preparing budgetary requests by furnishing significant data and information; serves in a consulting capacity to the Select Board and Finance Committee when requested.
- Keeps Town officials apprised of Town's financial status and conditions.
- Annually prepares Town 1099 forms and send to vendors as applicable prior to federal deadline.
- Verifies that all necessary documents (W-9's, Certificates of Insurance, etc.) are on file and are currently dated. Annually provide this information to the Treasurer for use in the Worker's Compensation audit.

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- Prepares an annual departmental budget in conjunction with the Town Administrator and makes recommendations for procedural/logistical changes.
- If time permits, reviews town meeting warrants for financial articles and advises as to legality and/or wording.
- Serves as a member of the town's financial team alongside the Town Administrator, Collector, and Treasurer.
- Maintains professional competence through participation in workshops, seminars, and training programs provided by professional organizations.
- Performs all other duties as assigned.

RECOMMENDED QUALIFICATIONS

Education and Experience

Bachelor's Degree in Accounting, or any equivalent combination of education, training, experience, and trade knowledge in a related field. This must meet the required knowledge, skills, and abilities to perform the essential functions of the job. A minimum of three to five (3-5) years of experience, preferably in local government. Prior experience using Vadar accounting software is preferable.

Special Requirements

As a condition of employment, the employee must pass a CORI examination.

KNOWLEDGE, ABILITIES, AND SKILL

Knowledge

- Working knowledge of Massachusetts General laws and regulations
- Knowledge of municipal financial laws, regulations, and procedures. This includes, but is not limited to, the Uniform Massachusetts Accounting System (UMAS).
- Comprehensive knowledge of the financial regulations and requirements of municipal government, the provisions of the State's Procurement and Open Meeting Laws, and processes to create efficiency and effectiveness.

Abilities:

- Ability to prepare reports, analyze problems, and formulate recommendations.
- Must be able to work well with other employees and will be required to work closely and in close physical proximity with the other members of the Financial Team.
- Ability to prioritize and manage multiple tasks and/or request assistance in a prompt and effective manner.
- Ability to handle the necessary workload in a timely manner.
- Ability to deal tactfully with disgruntled members of the public and town staff.
- Ability to handle different communication methods- in-person, video conference, phone calls, written communication, etc.

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Skill:

- Strong organizational skills are required for this complex position.
- Willingness to be open-minded to new processes, strategies, and concepts- to be open to methods not previously encountered.
- Strong oral communication skills.
- Excellent attention to detail.
- Skill utilizing technology to improve the effectiveness of the municipality and its services.
- Customer service skills.
- Ability to remain non-political yet understand local and state government politics.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to work with standard office equipment. The employee is frequently required to use hands to touch, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to sit, talk, see, and hear. Employee may be required to lift, push, or pull department office equipment and operate an automobile, office machines, or a personal computer.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing.

Visual/Auditory Skills

The employee is required to read documents, personal computer screens, and written reports for general understanding and for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.