

Town of Dudley, Massachusetts
Job Description

Position Title:	Town Accountant	Grade Level:	4
Department	Accountant	Date:	3/25/24
Reports to:	Town Administrator	FLSA Status:	Exempt

Statement of Duties: The Town Accountant is responsible for performing 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 Required: Under the administrative direction of the Town Administrator, the Town Accountant plans and carries out regular work in accordance with Massachusetts General Law, accepted standard operating practices, and previous training. The Town Accountant has substantial responsibility for determining the sequence and timing of actions and substantial independence in planning and organizing the department's day-to-day work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans the work, lays it out, and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the result are not usually reviewed in detail.

Confidentiality: In accordance with the State Public Record Law, the Town Accountant has regular access to Town-wide confidential information such as official personnel files, collective bargaining negotiations (on behalf of the Town), and department records.

Supervisory Responsibility: Provides direct management or supervision of a department, including service delivery; training, evaluating, and disciplining of subordinates; and budget development and control. Provides direct supervision over one (1) part-time employee. The employee supervised works at the same location and the same work shift. Functions, programs, work processes, and staff size are well established and relatively stable throughout the year.

Judgment: Work is performed based on administrative or municipal policies, municipal accounting principles, state and federal legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Accounting Department
Town Accountant
Approved 3/25/24

Town of Dudley, Massachusetts
Job Description

Complexity: Work consists of employing many different concepts, theories, principles, techniques, and practices relating to a professional or administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work; recommending policies, standards, or criteria.

Work Environment: The work environment involves everyday discomforts typical of an office environment with frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours in order to attend Annual or Special Town Meetings as well as meetings of the Finance, Appropriation, and Advisory Committee, and the Board of Selectmen.

Nature of Public Contacts: The employee has constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the municipality's overall interest. The employee must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the financial well-being of the municipality.

Accountability: Duties include department level responsibility for technical processes, service delivery and fiscal responsibility for the department including staffing. Consequences of errors, missed deadlines, or poor judgment could severely jeopardize department operations, cause adverse public relations, extensive loss of municipal revenue and legal repercussions to the Town.

Occupational Risks: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting.

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.

Maintains comprehensive financial records for the Town including general operations and grants; fixed asset and capital project records; Trust/Developer accounts using the current financial accounting software system; cash books; general ledger; general journal; and subsidiary ledgers in accordance with GAAP and UMAS.

Monitors the Town's annual operating and capital budgets and level of expenditures, including accounts payable, accounts receivable, payroll, and Town tax obligations for appropriated fund accounts for the Town. Examines all Town bills and vouchers for appropriateness of expenditure, accuracy, and availability of funds before payment by the Town Treasurer.

Responsible for the monthly reconciliation of accounts receivable, cash, debt, ambulance

Accounting Department
Town Accountant
Approved 3/25/24

Town of Dudley, Massachusetts
Job Description

account, tax titles, trust and escrow, and tax foreclosure accounts. Also responsible for the monthly cash entries of receipts.

Completes annual Free Cash reports and Schedule A; assists the Town's Board of Assessors with completion of the annual State Tax Rate Recap Sheet as well as the completion of all reporting as required by the State Department of Revenue (DOR) and/or other agencies of the Commonwealth of Massachusetts.

Responsible for overseeing vendor warrants are completed in its entirety. Responsible for the periodic reporting cycle to all department heads concerning budget balances as well as other required state and/or federal financial reports.

Maintains awareness of financial software computer system changes and improvements and acts as troubleshooter on all accounting system integration and coordination.

Accountable for all general ledger accounts involving revenue and expenditure accounts, which involve cash, property taxes, liens, deferred taxes, motor vehicle excise tax, betterments, agency payable, tax titles, Escrow and Trust balances, reserve fund balances, special revenue funds, revolving funds, trust funds, water and sewer enterprise accounts.

Responsible for the entering and posting of the Town Treasurer's receipts to general ledger accounts.

Responsible for the reconciliation of the Town Accountant's cash to the Town Treasurer's cash on a monthly and quarterly basis.

Responsible for the updating of the Town Accountant's debt ledgers as principal and interest become due.

Maintains copies of all Town collective bargaining agreements.

Assists the Town Administrator as requested in the preparation of the Town's annual operating budget.

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 as well as the issuance of 1099 forms. Oversees accounts payable and denies payment of any inappropriate bills in accordance with state and federal guidelines.

Ensures that funds are expended in accordance with approved Annual Town Meeting appropriation of funds.

Responsible for the preparation of fiscal year-end balance sheets; assists the Assessor with preparation of the State Tax Recap and appropriation reports for the Board of Selectmen and

Accounting Department
Town Accountant
Approved 3/25/24

Town of Dudley, Massachusetts
Job Description

Finance, Appropriation, and Advisory Committee; prepares financial reports as requested.

Accountable to balance and reconcile accounts receivable with the Town Collector, special revenue accounts with Town or school, trust funds with the Treasurer/Collector Cash book, and payables as appropriate.

Oversees the Town's annual financial audit of the Town and works directly with outside auditors; conducts internal department audits of financial operations as necessary.

Maintains current knowledge of new state or federal legislation, regulations, and changes in accounting procedures through publications review, attendance at meetings, conferences, and peer associations.

Responsible for compliance with GASB34 and its annual functions regarding depreciating fixed assets and other related functions.

Supervises the operation of the Town accounting system.

Works cooperatively with all Town departments to ensure safe, effective, and efficient financial operations and administration.

Ensures submission of monthly reports to Board of Selectmen, Town Administrator, and departments detailing all financial activity; reviews Treasurer's receipts, reconciles to Treasurer's cash, reconciles all accounts receivables with various department heads as to outstanding balances.

Prepares regular reports on Town expenditures, balances, and spending patterns of Town departments; investigates discrepancies or unusual items.

Supervises and tracks all deduction accounts for correctness and availability of funds.

Develops and implements payroll projections for all Town departments for budget projections.

Attends Annual and Special Town Meetings as well as meetings of the Board of Selectmen; Finance, Appropriation, and Advisory Committee or other boards and committees to discuss financial matters and serves as subject matter expert regarding numerous financial matters for the Town.

Verifies availability of funds for Town contracts and retains contracts as an official Town record; tracks and records Reserve Fund transfers as well as budgetary line item transfers.

Works with the Town Administrator to prepare financial related handouts or support materials for Town Meeting.

Required to attend training seminars or workshops to stay abreast of changes in local, state, or

Accounting Department
Town Accountant
Approved 3/25/24

Town of Dudley, Massachusetts
Job Description

federal laws or regulations applicable to municipal accounting in Massachusetts.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree in accounting, business administration, finance, or related field, and 5 to 7 years of progressively responsible experience in professional or municipal accounting; 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: Must possess or be able to attain Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) Certification as a Certified Governmental Accountant within two years of employment. As a condition of employment, the employee must complete a CORI personal background examination and credit check.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of municipal financial laws and regulations, accounting and auditing principles, practices and procedures; thorough knowledge of generally accepted accounting principles, promulgations of UMAS, Governmental Accounting Standards Board (GASB), and GAAP accounting standards and applicable Massachusetts General Laws (i.e. MGL Chapter 30B, MGL Chapter 41, Section 52, MGL Ch. 41, Section 57, 54A, 58, 60, 61, MGL Chapter 44, Section 16, 31 D), regarding finance, insurance and procurement; knowledge of municipal budgetary functions; knowledge of financial accounting software systems and the operations of Town departments.

Abilities: Ability to develop and maintain effective working relationships with department personnel, Town staff, board and commission members, elected officials, and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to use office equipment efficiently. Ability to administer multiple tasks in a detailed, organized manner. Ability to calculate numbers in a detailed and accurate manner.

Skill: Excellent organizational and detail skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications. Excellent analytical skills. Proficient customer service skills. Proficient oral and written communication skills.

Physical and Mental 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: Little or no physical demand is required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment and computer paper.

Accounting Department
Town Accountant
Approved 3/25/24

Town of Dudley, Massachusetts
Job Description

Motor Skills: Duties are largely mental rather than physical, but the job frequently requires the application of basic motor skills in order to perform activities such as operating a telephone system, personal computer, office equipment, computer keyboarding, filing and/or sorting of papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely 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.

Accounting Department
Town Accountant
Approved 3/25/24