



TOWN ACCOUNTANT

The Town of Dudley is seeking a full-time Town Accountant. Duties include 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.

Minimum Qualifications: 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. 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. Proficient with Microsoft Office.

Preferred Qualifications: Master's degree in accounting, business administration, finance, or related field, and 10 years of progressively responsible experience in professional or municipal accounting. Possesses Massachusetts Municipal Auditors' and Accountants' Association (MMAAA) Certification as a Certified Governmental Accountant. Experience with VADAR accounting software. Excellent understanding of Microsoft Excel.

Starting Minimum Salary: \$86,215.00 plus DOQ. Successful candidate will be eligible for a salary increase upon successful completion of six-month probationary period. Will receive competitive benefits package and participation in Worcester County Retirement System.

Interested applicants are asked to send cover letter, resume, and three professional references to: Michelle Jervis, Human Resource Manager, Town of Dudley, 71 West Main Street, Dudley, Massachusetts 01571 via e-mail townadmin2@dudleyma.gov. AA/EOE

Anticipated start date in June 2024. Posted until filled, preference given to applications received before May 1, 2024. Full job description is available at www.dudleyma.gov/jobopenings.