

ACCOUNTING
Assistant Town Accountant / OAS 7

DEFINITION

Accounting and computer data entry work assisting the Town Accountant to maintain financial records and prepare statutory reports. Process accounts payable and payroll warrants; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the various types of work 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.

Assist the Town Accountant with warrant preparation; process and post bill schedules for payment by the Treasurer; resolve vendor disputes regarding payment.

Audit bi-weekly payroll; verify disbursement and availability of funds.

Process and post cash receipt journals; process and post abatement journals and tax refunds.

Prepare billing for the Council on Aging Adult Day Center, transfer station, MIS Department, and School Department gas usage.

Process Property and Casualty Insurance claims, coverage, payments and refunds; update information and provide information to the insurance carrier.

Process lease contracts; track and record fixed assets.

Monitor all federal and state grants for availability of funds.

Process, post, and track purchase orders; maintain current contracts.

Process month-end closings, including distribution of department account balance reports and year-to-date budget status; provide information to town departments pertaining to financial reports.

Assist the Town Accountant with preparation of financial reports for state and federal agencies; assist with preparation of information for budget analysis, budget preparation and vendor accounts; provide assistance and information to independent auditors.

Assume additional responsibilities in the absence of the Town Accountant.

Perform similar or related work as required, or as situation dictates.

SUPERVISION

Works under the general direction of the Town Accountant, in accordance with town policies and bylaws, applicable Massachusetts General Laws, and relevant state, federal, and local regulations and standards; duties require the exercise of judgment and initiative within the framework of prescribed policies and accounting practices.

*EASTHAM, MASSACHUSETTS
ASSISTANT TOWN ACCOUNTANT
BY-LAW OAS 7
APRIL 27, 2016*

WORK ENVIRONMENT

Work is performed in office conditions.

The employee operates standard office equipment.

The employee has frequent contact with supply vendors, and insurance providers regarding accounts payable, various reports, budgets, and payroll.

The employee has access to confidential department information.

Errors could result in delay or loss of services, monetary loss, or legal repercussions.

RECOMMENDED MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE**

Bachelor's Degree in accounting, finance or a related field; five years of experience in accounts payable and payroll; municipal experience preferred; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of accounting principles and practices, bookkeeping, and accounting procedures and systems; knowledge of applicable financial software applications; working knowledge of applicable Massachusetts General Laws regarding finance and payroll; Munis experience desirable.

Ability to organize and maintain detailed records and prepare reports; ability to work independently and meet deadlines; ability to deal tactfully and appropriately with town departments; ability to understand and explain laws, regulations, policies and procedures related to accounting.

Office and computer skills; oral and written communication skills; planning and organization skills.

SPECIAL CERTIFICATION

Candidates that have Certification as Certified Governmental Accountants (CGA) by the Massachusetts Municipal Auditor's and Accountant's Association (MMAAA), will be hired at OAS 8. An employee in the position who becomes certified will be promoted to OAS 8 at the beginning of the next fiscal year following certification.

PHYSICAL REQUIREMENTS

Minimal physical effort is required to perform duties in office conditions; the employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

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.

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