

Town of Shirley

SELECT BOARD



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Assistant Town Accountant

Position Purpose:

The purpose of this position is to perform accounting and administrative work in assisting the Town Accountant in the maintenance and processing of all Town financial records, accounts and transactions; performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of responsible duties of a technical and administrative nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently; work at this level requires a working knowledge of departmental operations, local and state laws.

Supervision Received: Works under the general direction of the Town Accountant and in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal and local regulations and standards.

Supervision Given: Incumbent does not have supervisory responsibility on a day-to-day basis.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates a variety of office equipment, such as a personal and main frame computer system, calculator, facsimile machine, telephone, and copier.

Has seldom contact with the public; frequent contacts with town and school department personnel and occasionally vendors. Contact is by telephone, in person, written correspondence and personal meetings. Contacts involve furnishing information and to assist in resolving questions or concerns pertaining to the financial operation of the town.

Has access to town wide confidential information, such as bid proposals, collective bargaining, personnel records and financial records of the town.

Errors could result in significant confusion and delay, loss of division services, and have serious financial repercussions; errors could cause exposure for the town to certain legal liabilities.

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.)

Assists the Town Accountant with the day to day municipal accounting functions of all Town departments; this includes the maintenance of all related financial records through posting to the general ledger and subsidiary ledgers and monthly reports. Assists in the preparation of complex accounting calculations and entries, such as tax recap sheet, certification of free cash, fixed assets.

Examines and processes payroll and vendor payables expenditures for accuracy, proper authorization, compliance with M.G.L. chapter 30B, proper expenditure coding, and available funding for all Town departments and the Devens enterprise Commission (DEC).

Maintains employee earned benefit records such as vacation, sick, and personal time, ensuring accrual balance enough to cover time utilized in weekly payrolls, and calculating benefit accrual buyouts as necessary.

Maintains all revolving funds, enterprise funds, and grant revenues received, ensuring that expenditures adhere to fund criteria and are not over committed. Works with town departments on resolving any variations within the revolving enterprise and grant funds.

Generates and distributes monthly statements of accounts to all Town departments listing the status of appropriations, expenditures, and remaining balances.

Distributes employee earned benefit accrual balance reports to all Town departments.

Maintains postage meter records.

Generates monthly MART reimbursement requests and reconciles the associated revolving account.

Reconciles and audits various accounts and receipts on a monthly basis; processes regular monthly journal entries of commitments, abatements, corrections of departmental coding errors, and budgeted fund transfers. Prepares and maintains documentation for all journal entries and processes and provides related reports.

Reconciles cash (both Treasurer and Tax Collector) on a monthly basis; performs quarterly cash reconciling which includes writing and entering of necessary entries.

Maintains Fixed Asset listing for the Town, in accordance with GASB #34 and Town policies. Prepares, generates, and distributes to all applicable vendors and the IRS, form 1099 for the Town as well as DEC. Reviews all current IRS form W-9s on file. Sends requests for

updated forms for any on file more than two years. Prepares payroll and payables files for new fiscal year, purging old files into long-term storage as necessary.

Keeps history of capital authorizations, ensuring proper balance brought forward and authorization not overspent.

Oversees daily maintenance of computerized financial system; maintains chart of accounts.

Researches and assists other departments with information regarding day-to-day issues associated with accounting office procedures.

Assists in compilation and calculations of annual budget; prepares necessary documentation per by-law and distributes.

Enters budgetary information into financial software; maintains and opens/closes fiscal years as necessary; provides necessary documents to auditors for annual analysis.

Provides support and guidance to the Town's Accounting Specialist and assistance to the various departments regarding the use of the Town's financial software system and preparation of various reports.

In conjunction with the Town Accountant and Town Administrator, prepares the annual budget document and charts for distribution to Town Meeting members.

Processes Accounts Payable warrants.

May be required to perform some of the duties of the Department Head in the absence of the Town Accountant.

Develops and maintains grant and contract documentation.

Prepares various annual state reports for review and final approval by the Town Accountant.

Participates in internal auditing and special assignments as assigned by the Town Accountant.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's degree in accounting or related field; three (3) to five (5) years' work experience in accounting or bookkeeping preferably in a municipal accounting office; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, state procurement laws, bookkeeping practices and budgetary functions; Knowledge of chart of accounts. Knowledge of the standard principles, procedures, records, and forms related to computerized accounting systems; and working knowledge of various financial office software applications

Ability: Ability to communicate effectively both verbally and in writing. Ability to maintain complex financial records and to provide information and prepare reports from such records, especially computer reports. Ability to make arithmetical computations and tabulations with speed and accuracy and to prepare accurate reports from such records. Ability to perform detailed work in an accurate and timely manner. Ability to analyze accounts and to manage/organize multiple tasks in an efficient manner. Ability to interact effectively with all individuals.

Skill: Excellent planning and organizational skills. Excellent employee relations and good judgment and integrity. Specialized skills in utilizing a variety of computer and accounting software systems. Excellent computer skills in utilizing personal computers, particularly with financial and spreadsheet applications.

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 essential functions.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

(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.)

Starting salary: \$43,062.41 per year

All interested applicants may send a cover letter and resume to: athomas@shirley-ma.gov or Aubrey Thomas, Assistant Town Administrator, 7 Keady Way, Shirley, MA 01464.