

TOWN ACCOUNTANT

Position Purpose:

Position performs complex professional accounting work under the FRCOG's Town Accounting Fee-For-Service Program, which provides professional accounting services to municipalities under individual contract agreements. Position requires understanding, interpreting, and applying complex federal, state, and local financial rules and regulations and generally accepted accounting principles. Work consists of the practical application of a variety of concepts, practices, and specialized techniques as they relate to municipal accounting.

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.)

Position performs a variety of municipal accounting functions, as may be agreed to by contract with individual municipalities, which may include, but are not limited to, the following:

- Maintain detailed accounting records, assuring that accounting practices conform with the established policies and procedures and meets town, state, and federal requirements;
- Preparation of vendor and payroll warrants for the Select Board. Examines vouchers, department bills and payrolls for accuracy and availability of funds before payment by Treasurer;
- Coordinate an agreeable schedule for submission of bills and payrolls by department heads;
- Prepare accounting reports of revenues and expenditures, financial status, and general assistance with budget preparation. Answer questions and advises town employees and officials on finances and/or accounting procedures; advise the Selectboard and Finance Committee on financial matters as requested;
- Monitor financial status of all departments and commissions or committees and provides notice when account balances are low. Report to affected department head and Selectboard when any appropriation has been expended or whenever it appears that any liabilities may be in excess of the unexpended balance. Allow no further payments until the town provides additional funds;
- Oversee the maintenance of accounting records for the town including cash books, general ledgers, journals, classification ledgers, and records of debt. Ensure town compliance with municipal finance laws;
- Conduct monthly reconciliation of cash with Treasurer;
- Conduct quarterly reconciliation with Collectors;
- Submit monthly Reports to Department comparing budgets to actual expenditures
- Work with Finance Committee, Selectboard, and Department heads in developing annual budget;

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- Prepare year-end Schedule A report;
- Prepare Combined Balance Sheet and other financial records for Department of Revenue Free Cash certification;
- Entry of budget from Town Meeting votes and budget amendments into accounting system;
- Year-End closing to include Balance Sheet, Income Statement, preparation of Town's Annual Report;
- In collaboration with Town Assessors, Town Clerk and other town employees as mandated, preparation of Recap;
- Prepare for Town's financial audit.
- Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

A minimum of an Associate's degree is required, with an emphasis on municipal finance, business accounting or equivalent preferred. A minimum of two years working in a municipal accounting position is preferred. MMAAA Certification is encouraged. Strong computer skills and experience with accounting software are required.

Knowledge, Ability and Skill:

Knowledge: A thorough knowledge of general accounting practices; familiarity with requirements of municipal accounting; and an understanding of municipal budget process.

Ability: The ability to manage many accounts accurately; to be able to organize and prioritize tasks; and to work independently, without direct supervision.

Skill: Skill in communicating with elected town officials and department heads, keeping them informed, as needed, and assisting with their questions. Maintaining a constructive, creative and practical attitude; dedication to the highest ideals of integrity and accuracy; and the ability to work cooperatively with colleagues and supervisors.

Physical Requirements:

Light physical effort generally required in performing duties under typical office conditions. Position requires sitting for long periods of time and the ability to operate keyboard and standard office equipment at efficient speed. The employee is frequently required to use fingers to handle or feel objects such as keyboards and writing implements and the ability to reach with hands and arms. The employee is frequently required to sit and talk and hear. Visual requirements include: close vision, distance vision, peripheral vision and ability to adjust focus. The employee is required to provide own transportation to job locations, which may be throughout the region.

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Supervision:

Supervision Scope: Performs highly responsible functions of moderate complexity within the guidelines of established procedures. Questions are referred to the Supervisor.

Supervision Received: Position works under the direct supervision of the Town Accounting Program Manager. In addition, this position may oversee the work of an Accountant Assistant.

Supervision Given: May supervise part-time Town Accounting Assistant(s)

Physical Environment, Working Conditions:

Work is performed under a variety of municipal office conditions as exist in the municipalities with which the FRCOG contracts to provide accounting services. Work involves extensive use of computer keyboard and mouse, as well as most standard office equipment including: fax, telephone, copier, and calculator. Moderate background noise may be present.

The work schedule may be variable with periods of fast paced activity and high stress. Night meetings with town officials will be expected, as well as town meetings during evening hours or on weekends.

Job Environment:

- Most work is performed in office conditions; some work is conducted in the field with exposure to various weather conditions; regular schedule may require attendance at evening meetings.
- Operates an automobile, computer, fax, telephone, and other standard office equipment.
- Performance of duties requires regular contact with local, state and federal officials, consultants, municipal employees, and colleagues.
- Potential ramifications that could result following errors made in this position include delay of certification of Free Cash, delay of setting a town's tax rate, delay of receiving state local aid, additional interest costs, and the necessity of additional special town meetings.

(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.)