

TOWN OF HAMILTON, MA
TOWN ACCOUNTANT

| | |
|------------------------|---------------------|
| Department | Finance |
| Reports to: | Director of Finance |
| Position Status: | Exempt |
| Weekly Hours: | 37.5 |
| Salary Classification: | Grade 18 |

Position Summary/Purpose:

The purposes of this position are to manage, administer, supervise and direct the accounting functional areas of the Finance Department. The Town Accountant is required to exercise considerable independent judgment in administering and managing the accounting functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and performs a wide variety of complex issues requiring responsible professional, supervisory, management, technical/financial and administrative responsibilities requiring an extensive knowledge of municipal accounting

Supervision Received: Works under the general direction of the Finance Director following professional standards, procedures and policies.

Supervision Given: Supervises Assistant Town Accountant, Benefits/Payroll Coordinator, job direction, assigning tasks, providing instructions as needed and monitoring performance.

Essential Job 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.)

- Plan, organize, administer and direct the operations of the Accounting Functions in the functional areas of: accounting policy, internal controls and procedures, , audit, , purchasing
- Administer financial and purchasing policies and procedures; review and evaluate the effectiveness of financial policies and internal controls.
- Perform, administer and supervise accounting office and staff; receivables; payables; payroll; reconciliation of bank statements, accounts and funds; preparation of weekly and monthly financial and budgetary reports to monitor expenditures and revenues
- Monitors federal and state regulations that are applicable to accounting services and insures compliance by staff such as GASB rules and Accounting Policies.
- Assist with budget preparation.
- Coordinate the year-end financial audit for the Town; prepare various financial statements, schedules and spreadsheets for use in supporting documentation for the external auditors

- Works with the actuary to develop post-retirement benefit valuations and GASB disclosures
- Oversee purchasing function through active participation in review of bids and resulting contracts.
- Ensures that the employees within his/her scope of supervision perform their job functions in a safe and hazardous-free environment. Conducts accident and incident investigations within their area of responsibility, examines the root cause of all accidents and determines whether or not the incident or accident was preventable.
- Assist with grant applications and monitors all grant revenues and expenditures to comply with appropriate regulations.
- Develops Division policies and procedures and assigns, trains and supervises staff. Consults with Town Manager on such personnel actions as hiring, termination, and discipline and obtain final approval from Town Manager for such personnel actions.
- Prepares, administers and monitors operating budget for division;
- Ensure the timely delivery of Water Enterprise billing.
- Prepare, reconcile, and maintain accurate Water Enterprise financials.
- Submits oral and written reports to the Town Manager, Board of Selectman and Commission and various finance reports to State and Federal agencies.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues training and professional development; keeping current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a Bachelor's Degree in accounting, finance or public administration or related degree from an accredited college or program and have over five years of experience in municipal accounting/finance and 1-2years of supervisory experience or related work experience or any equivalent combination of education, training and work experience

Special Requirements:

Must have and maintain: Valid Drivers License; CGA, and/or preferred

Knowledge, Ability and Skill:

- Comprehensive knowledge of governmental accounting; thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance; thorough knowledge of practices and principles of generally accepted government accounting principals;
- Thorough knowledge of state and federal laws and regulations related to municipal finance operations;
- Working knowledge of municipal budget procedures, cash management, and overall municipal operations;

- Ability to develop comprehensive financial analysis;
- Ability to oversee and maintain detailed and accurate records using data processing;
- Ability to learn new computer technology;
- Ability to collect, organize, analyze and interpret complex financial data;
- Ability to establish and maintain effective working relationships with town staff, officials, department heads, state agencies, financial advisors and banks etc;
- Ability to manage multiple priorities;
- Ability to plan and prioritize division operations to meet established statutory deadlines;
- Ability to assign, train, and supervise staff, ability to prepare and administer an operating budget for the division;
- Excellent verbal and written communication skills;
- Aptitude for working with and explaining policies and procedures to people;
- High level of customer service skills to engender trust

Job Environment:

Administrative and financial work is performed in a moderately noisy office with occasional interruptions during the day from municipal staff, outside vendors and public officials to deal with related issues and problems. Drives to various regional, state, and Town or professional meetings under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with Department Heads, Finance Staff, Town staff, DOR Administrative Staff, bank representatives, , , major contractors, auditors and state and federal agencies. On occasion responds to residents questions. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of detail and professionalism.

Errors in judgment or omissions could result in monetary loss, delay in service, sever financial and legal impact

Has access to confidential information such as contracts

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions | | X | | |
| Work in high, precarious places | X | | | |
| Work with toxic or caustic chemical | X | | | |
| Work with fumes or airborne particles | X | | | |
| Non weather related –extreme heat/cold | X | | | |
| Work near moving mechanical parts | X | | | |
| Risk of electrical shock | X | | | |
| Vibration | X | | | |
| Other- | X | | | |
| Other- attending meetings | | X | | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing | | X | | |
| Walking | | X | | |
| Sitting | | | | X |
| Talking & Hearing | | | | X |
| Using hands/fingers to handle/feel | | | | X |
| Climbing stairs | | X | | |
| Stooping, kneeling, crouching, crawling | | X | | |
| Reaching with hands and arms | | X | | |
| smelling | X | | | |
| Bending, pulling, pushing | | X | | |
| Other-Driving | | X | | |
| Other- | | | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | | X | | |
| Up to 75 pounds | X | | | |
| Up to 100 pounds | X | | | |
| Over 100 pounds | X | | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | | | X | |
| Moderate noise (computer, light traffic) | | | X | |
| Loud Noise (heavy equipment/traffic) | X | | | |
| Very Loud (jack hammer work) | X | | | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

