

## TOWN OF HAMILTON, MA

### TOWN ACCOUNTANT

**Job Title:** Town Accountant  
**Reports to:** Finance Director  
**Wages:** Grade 14 \$80,787-\$92,788  
**Date:** September 10, 2022

#### Position Summary

The Town Accountant is responsible for the administration and operation of the Accounting Division within the Town's Finance Department. Ensures compliance with annual state reporting and records' requirements. Maintains and audits the town's ledger through the municipal accounting system and administers internal/external financial reporting in discharging the duties of the Office. Supervises the Accounts Payable functions for the town. Promotes technical expertise and technological advancements in the Town's fiscal operations, and will assist in developing and implementing a comprehensive program of financial policies, procedures and internal controls which constitute an integral component of the total management of fiscal concepts and practices. Ensures proper processing and functions generally related to Accounts Payable and Payroll. Performs other related duties as required.

#### 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.)*

- Maintain, develop and implements the town's accounting system and procedures; provides timely and accurate financial information, and ensures the integrity of the financial data by instituting proper internal controls.
- Ensure that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by Mass. General Laws.
- Develop and prepare monthly reports to track all financial activity within the town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town.
- Ensure that funds are reconciled on a regular periodic basis with the various departments and that the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures, water user charges, as well as cash accounts, are reconciled on a regular basis with the department responsible.
- Maintain files of all original contracts entered into by the Town and submit accounting reports for Annual Town Report.
- Develop and prepare year-end financial reports to include the balance sheet and revenue and expense statements for the Town, the State Department of Revenue, and for the certification of free

cash; prepares and submits annually to the Department of Revenue Schedule A detailing financial activity for fiscal year, assist in preparation of the Tax Recap.

- Serves as a resource of financial information to the Finance Director, as well as to other town departments, committees and boards, as required.
- Supervises and maintains central accounting and bookkeeping records, controlling and summarizing financial transactions of all municipal departments and perform internal audits.
- Assist the Finance Director and Town department heads in the development and maintenance of the operating, capital and enterprise fund budgets for the Town, and serves as liaison with independent auditors. Coordinates the annual municipal audit.
- Answer questions and provide information to the public; receive resident and vendor complaints and questions and refer to appropriate division staff member for resolution, various departments regarding account balances, payment of invoices and any other queries. Process accounts payable, verify purchasing process compliance, assist in the reconciliation of accounts, assist in maintaining the associated chart of accounts, maintain detailed financial records
- Audit and maintain a variety of files and filing systems; prepare, maintain and update various records; verify and distribute information.
- Complete special projects and performs any and all similar or related work as required, directed or as situation dictates.
- Review bi-weekly payroll warrants.
- Review Treasurer's receipts and Collector's turnovers for proper accounting.
- Process year-end Form 1099s for vendors and submit information to Federal and State agencies.
- Performs other similar or related duties, as required or as situation dictates.

### **Minimum Qualifications**

Bachelor's Degree in Accounting or related field. Must have (5-7) yrs. of progressively responsible experience in accounting, of which at least three (3+) years are in municipal accounting; or an equivalent combination of education and experience. Munis experience preferred. Must have Massachusetts Certified Governmental Accountant certification and Certified Public Accountant certification preferred (may be acquired within the first three years). Ability to be bonded.

### **Knowledge, Ability, Skill**

*Knowledge:* Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications for accounting and financial management, Munis experience preferred. Comprehensive knowledge of GAAP and the UMAS. Complete working knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods and procedures of municipal finance. Thorough knowledge of office procedures, practices and terminology. Working knowledge of town operations. Knowledge of office equipment and the operation of computer software applications. Rules and regulations promulgated by DOR & Secretary of State as well as working knowledge of MGL in areas of expertise.

*Ability:* Ability to analyze and interpret financial data and to present findings clearly. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to manage several projects at one time. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations. Ability to communicate effectively and efficiently verbally and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships with the general public, banking institutions, real estate professionals, legal counsel, vendors, contractors, other city employees and elected officials. Ability to analyze and interpret financial data and to present findings clearly.

*Skill:* Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications, Microsoft Office products and aptitude for numbers and details. Excellent organizational, planning, management and analytical skills. Skill in all of the above listed tools and equipment.

### **Supervision**

*Received:* Works under the general direction of the Finance Director, and in accordance with the applicable provisions of the Massachusetts General Laws.

*Exercised:* Responsible for the supervision and performance of staff within the department and operating units under his/her direction and control.

*Responsibility:* Performs highly responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the department and in the enforcement of federal, state and local laws, and town and departmental bylaws.

### **Job Environment**

- A majority of work is performed under typical office conditions, with frequent interruptions; noise level is moderate.
- Regularly operates a computer, telephone, copier, fax machine and other standard office equipment.
- Makes frequent contacts with the general public, department heads, the Finance Director's office, attorneys, banks and mortgage companies. Contacts are in person, in writing, and by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence others.
- Has access to department-level and city-wide confidential information; the application of appropriate judgment, discretion and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of department services and have financial repercussions; exposure to certain legal liabilities.

### **Physical Requirements**

*(The physical demands described 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.)*

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other

common office objects. Employee may occasionally lift and/or move objects weighing up to 40 pounds. Vision and hearing at or correctable to normal ranges.

**Evaluation**

The Finance Director may evaluate the Town Accountant Annually

*(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.) Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*