

**Position Available
Town Accountant**

35 hours per week

Town Accountant
Town of Sudbury

The Town of Sudbury seeks a highly responsible and experienced professional for Town Accountant. Responsibilities include financial monitoring of \$110 million budget, maintaining comprehensive financial records, generating required periodic reports and engaging in other financial management tasks. Requires working knowledge of GAAP, Massachusetts General Laws relating to finance, UMAS, and GASB, as well as strong interpersonal, communication and management skills. MUNIS experience preferred.

Bachelor's Degree in accounting, finance or related field; three to five years of responsible experience in accounting or financial management including experience in municipal accounting; or an equivalent combination of education and experience required. Certified Public Accountant and/or Massachusetts Government Accountant Certification desired.

Candidates must meet minimum requirements contained in job description posted on town's website at www.sudbury.ma.us/departments/HR. Salary range is \$90,362 to \$118,858 (commensurate with qualifications and experience) plus benefits. Send letter of interest and resume to Dennis Keohane via e-mail to keohaned@sudbury.ma.us. Preference will be given to candidates who apply before January 20, 2023. AA/EOE

See Complete Job Description on following pages:

TOWN ACCOUNTANT

Position Purpose:

The purpose of this position is to perform complex accounting, administrative, and supervisory work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all Town funds, and auditing financial records and transactions in accordance with Massachusetts General Laws Chapter 41 and all related Town bylaws, rules, and regulations; all other related work as required. The Town Accountant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Exercises considerable initiative and independent judgment in the planning, administration and execution of the department's services. Works independently in formulating decisions regarding department policies, procedures, operations and plans.

Supervision Received: Work is performed under the policy direction of the Finance Director and in accordance with state and local laws and regulations. Employee generally establishes own work plan and completes work; only cases involving clarification of policies are referred to supervisor. The position is subject to review and evaluation according to the town's personnel plan.

Supervision Given: Has direct supervisory responsibility for up to three full-time employees. Participates in hiring of staff, provides daily direction, prepares employee performance evaluations and counsel and disciplines staff consistent with Town policies.

Job Environment:

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

Operates computer, calculator, copier, facsimile machine, telephone, and other standard office equipment.

Makes frequent contacts concerning accounting and budgetary matters with all Town departments/boards/committees, vendors, auditing firms, insurance providers, retirees, and other municipal accountants. Contacts require considerable skill in negotiating and resourcefulness and discretion to influence decisions and behavior of others.

Has access to department-related confidential information including bid proposals, negotiating positions, department personnel records, as well as sensitive Town financial information.

Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town's financial position.

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.)

Monitors the expenditures of all Town funds by overseeing the examination of all departmental bills payable and payroll vouchers for accuracy and availability of funds. Denies or authorizes all payrolls and expenditures based on compliance with Massachusetts General Laws, contracts, and sound accounting practices and availability of funds.

Maintains General Ledger. Sets up and maintains chart of accounts to comply with UMAS. Reconciles with Treasurer/Collector for cash and A/R; reconciles with Assessors for overlay. Records budget and other votes of Town Meeting including Recapitulation sheet for the Massachusetts Department of Revenue. Makes closing entries and adjustments.

Supervises the regular preparation of Town and School payrolls warrants, checks, direct deposit, and reports. Ensures that all deadlines are met. Updates and maintains tax tables as required by IRS and DOR. Maintains deductions in compliance with laws. Troubleshoots errors. Works with software provider to solve problems. Authorizes payment of personnel based on union Contracts and agreements and availability to funds. Prepares quarterly and annual reports to federal/state agencies and employees.

Supervises the regular preparation of Town and School payables warrants, checks, electronic transfers and reports. Monitors compliance with bid laws, contracts, and sound accounting practices. Ensures that all deadlines are met. Supervises and troubleshoots problems between vendors and departments. Works with software provider when necessary. Prepares reports to federal/state agencies and certain contractors.

Works with the Assessing Department in preparing and submitting the Recapitulation sheet in order to set tax rate.

Prepares and submits the End of Year checklist and supporting documents to the DOR for annual certification of Free Cash.

Advises all departments on legality of expenditures pursuant to statutory authorization. Advises departments on payroll calculations and contract issues. Provides departments with historical data relevant to funds (grants, gifts, etc.). Disseminates all information with regard to expenses, revenues, and historical information to department heads, boards, and officials. Assists departments in setting up individual accounting processes, spreadsheets, and checks and balances. Works with department heads to find ways to comply with regulations while still accomplishing their goals.

Maintains files of all financial records for the Town including all original contracts, bid documents, payroll records, recorded voters; etc.

Conducts periodic internal operational and financial audits. Works with outside auditors during annual audit of Town funds and expenditures. Works with auditors during the year on special projects and issues. Liaison for Federal, State and Workers Comp audits.

Compiles a variety of required state and federal reports and statements including Schedule A for the D.O.R., Accountant's Town Reports, Monthly Statements, Statements of Budget, REAP report to D.O.R., and Federal and State Quarterlies. Prepares and balances W-2's and 1099's and all related magnetic transmissions. Reconciles with Schools End of year report prior to submission.

Implements and administers the national standard of GASB 34 with regard to fixed asset and fund accounting and reporting, as required by Mass. General Laws.

Regular attendance and punctuality at the workplace is required.

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

Recommended Minimum Qualifications:

Education, Training, and Experience:

Bachelor's Degree in accounting, finance or related field; three to five years of responsible experience in accounting or financial management including experience in municipal accounting; or an equivalent combination of education and experience.

Special Requirements:

Possession of a Government Accountant Certification.

Knowledge, Ability and 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. Comprehensive knowledge of GAAP and the UMAS.

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 communicate effectively in written and oral form. 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.

Skill. Office management and supervisory skills. Highly developed skills in computer hardware and software. Aptitude for numbers and details. Excellent organizational skills.

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. Regularly required to talk, and hear; operates objects, tools, or controls, and reaches with hands and arms as in picking up paper, files, and other common office objects. Operates a keyboard at an efficient speed; must be able to operate a computer for extended periods of time. May lift and/or move objects weighing up to 30 pounds such as equipment, books, and supplies. Vision and hearing at or correctable to normal ranges. Communicates verbally and in writing.

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