



Job Description

Position: Assistant Town Accountant
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Town Accountant
Description Updated On: September 15, 2021

Summary/Objective

The Assistant Town Accountant is responsible for administering and managing the Town's general ledger and financial reports; assures that bills and payroll processed town-wide are in compliance with local, state and federal laws; and assumes responsibilities of the Town Accountant in his/her absence. The employee is required to perform all similar or related duties.

Essential Functions

- Administers and manages weekly town warrant processing; includes working with department clerks and heads to assure accuracy of payroll and bills processed town-wide.
- Processes various general ledger journal entries including budget adjustments, monthly journal entries, monthly interdepartmental cost allocation and other corrections or adjustments to the general ledger. Compiles and distributes expense reports to all departments monthly.
- Verifies and posts monthly cash receipts and monthly interest to the general ledger.
- Prepares monthly and quarterly account reconciliations for balance sheet accounts.
- Checks for weekly account deficits and compliance with applicable laws.
- Assists Town Accountant in compiling data for the year end close; major function includes creating financial reports for the town and state.
- Assists in the annual audit process; provides auditors with needed documentation and answers any inquiries.
- Provides oversight, tracking and reporting of budgetary/contract compliance for construction projects.
- Ensures the general ledger and financial reporting meet the requisite requirements of Generally Accepted Accounting Principles (GAAP) and the General Accounting Standards Board (GASB).
- Reconciles account balances for town departments and checks for budget adherence.
- Calculates retroactive pay adjustments for individuals and calculates department-wide adjustments in compliance with new contracts taking effect.
- Calculates the Pay Rate Approval Book which contains the pay rates for all town employees; interprets employee contracts to calculate supplemental pay sources such as longevity, night differential, school credit, holiday pay and 28- year increment; calculates the impact of pay changes on departmental budgets
- Establishes and restricts user access in the accounting information system used by the town; assists departments in resolving problems related to the accounting system.

- Responsible for general ledger account maintenance; ensures proper naming, numbering, and user access to all new and existing accounts in compliance with UMAS.
- Verifies and approves other departments' pre-postings to the general ledger.
- Tracks and updates records for employee contracts and vendor purchases.

Additional Duties

Required Qualifications, Education, and Experience

Bachelor's degree in Business Administration, Accounting or Finance with a minimum of three (3) years municipal accounting work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Knowledge, Skills & Abilities

- Knowledge of GAAP and Municipal Accounting Principles.
- Proficient computer skills, mathematical skills, recordkeeping and clerical skills, written and oral communication skills.
- Ability to interact effectively and appropriately with the public and all departmental personnel, and maintain confidential information.
- Ability to understand, interpret, and apply complex federal, state, and local regulations.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, primarily on a computer, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - Analyzing/examining/testing data
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____