



Job Description

Position: Town Accountant
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Finance Director
Description Updated On: October 31, 2021

Summary/Objective

The Town Accountant is responsible for assisting the Finance Director in directing and auditing the municipal accounting system and maintains computerized financial systems and records; performs internal and external financial reporting as required by law and is required to perform all similar or related duties. The employee supervises full time employees.

Essential Functions

- Develops 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; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by the Massachusetts General Laws.
- Develops and prepares 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; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.
- Assists in the development and preparation of monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable service bureaus.
- Maintains files of all original contracts entered into by the Town.
- Assists in the development and preparation of year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the State Department of Revenue for certification of free cash; assists in the preparation of Schedule A annually to the Department of Revenue, detailing all town financial activity for the fiscal year.
- Assists the Finance Director in the compilation of information for the annual town report, serves as a resource of financial information to the Select Board, other elected officials, Town departments, committees, and boards as required.
- Maintains personnel records for contractual entitlements for all municipal departments (except for the school department).
- Maintains a contract register for employment contracts, grants with the state and federal

government, bids, etc. for all Town departments including the School Department.

- Along with the Finance Director, facilitates and coordinates the development of the working budget document with the Finance Committee and the Select Board.
- Provides assistance to the Finance Director, as the Town liaison with the Town's independent auditors.
- Assists the Finance Director with compiling and preparing all necessary data in the setting of the tax rate to include revenue budgets, proposition 2-1/2 compliance, and the inclusion of all Town meeting voted articles.

Required Qualifications, Education, and Experience

Bachelor's degree in accounting or business administration with a minimum of five (5) years of progressively responsible experience in professional municipal accounting 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

- Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws; thorough knowledge of computer applications (Budget Sense/Munis) for accounting and financial management.
- Excellent skill in working with numbers; must be detail oriented with excellent analytical and communication skills; must possess excellent financial computer skills especially with spreadsheet applications.
- Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with Town officials and governmental representatives.

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, 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
 - 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 an impact on the health and wellbeing of patients
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Preparing/analyzing numerical figures
 - 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 a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

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_____