



TOWN OF STONEHAM - JOB OPPORTUNITY

Position Title: Town Accountant
Scheduled Hours: 40 per week
Salary: \$105,000-\$130,000

Definition:

Performs highly critical functions of a complex and technical nature that require significant ethical and professional judgment to ensure that all municipal financial transactions conform to state and municipal law and to professional standards.

Prepares and maintains all Town financial records, oversees compliance of Town departments with approved budgets, using a computerized (MUNIS) municipal accounting system.

Must possess the ability to formulate and execute decisions regarding policies, procedures, operations and plans at the department level.

Supervision:

Works under and reports directly to the Stoneham Select Board with duties and responsibilities defined by the state and municipal laws, incorporating Generally Accepted Accounting Principles and the Uniform Municipal Accounting System, Town policies and Town bylaws.

Job Environment:

Work is generally performed in typical office conditions with moderate noise levels. Workload is subject to fluctuations related to budget preparation. Errors in judgment or omission could result in delay or loss of service, monetary loss and legal repercussions.

Duties and Responsibilities:

- Prepare and maintain all financial and accounting records of the Town of Stoneham in accordance with Massachusetts General Laws.
- Supervise the preparation of the monthly financial statements showing the status of appropriations, expenditures, and remaining balances. Maintains a General Ledger and respective journals for the recording of all transactions as source documents to the financial statements.
- Serve as liaison with independent auditors in annual audit of Town financial books and records.
- Annually update management discussion and analysis portion of the Annual Audit for GASB 34 compliance. Maintain fixed asset records for GASB 34 compliance.
- Review and develop, if necessary, accounting systems, policies and procedures, reports, etc. for accuracy, updating, revising and recommending changes or improvements in accounting procedures or operations as needed.
- Prepare cost analysis reporting on a wide range of issues by request from the Select Board and the Finance and Advisory Board.
- Expert knowledge as it pertains to compliance of Enterprise Funds and Department of Revenue.
- Process Accounting and provide the necessary oversight to all accounting functions, including daily follow up to ensure work hours are being recorded properly as pertains to employee and job function for all Town departments.
- Maintain 1099 vendor information and produce 1099 forms.
- Conduct internal departmental audits by request of the Select Board and the Finance and Advisory Board.
- Works collaboratively with stakeholders and provides guidance on the development and modification of fee structures and utility fees.
- Quarterly report of municipal debt, pension and healthcare liabilities, and bonds.

- Supervises the control of expenditures requiring the examination of vouchers, bills, and payrolls contained on individual departmental schedules.
- Analyze and interpret financial data to determine trends and reporting significant changes in trends to respective department heads for interpretation and monitoring.
- Lead and supervise departmental staff and to develop policies and procedures for the department's subordinates.
- Read and understand collective bargaining agreements and the corrective action procedure. May assist in collective bargaining and resolving employee related issues.
- Maintain Town contracts; compare payroll vouchers to authorized wage rates in labor contracts; compare vendor vouchers with terms of vendor contracts.
- Select past due accounts that are potential candidates for collections – initiates the collection process; Prepare and process the pre-collection letters for overdue accounts.
- Serves as a member of the Stoneham Retirement Board.
- Works in collaboration with Town Budget Director, School Superintendent, Town Administrator, Department Heads, Finance and Advisory Board, School Committee, and Select Board in the development of the annual Town Budget.
- Assist with the reconciliation of cash and receivables with Treasurer and Collector monthly.

This position is salaried and must be classified as special exempt and is not eligible for compensation time. Must attend various evening meetings including, but not limited to, Select Board, Finance Advisory Board, and Town meetings.

Recommended Qualifications:

Education and Experience:

Minimum of Bachelor's Degree in Accounting or related field with a Masters or CPA preferred with 5-7 years experience in municipal government accounting or finance. Certification as Governmental Accountant by Massachusetts Auditors and Accountants Association and experience with MUNIS is desired.

Pre-employment Requirements

The prospective employee must successfully complete a CORI (Criminal Offender Records Inquiry) and a physical examination, including a drug screening. The Town reserves the right to run additional CORI checks as allowed under Massachusetts General Law.

To apply for this opportunity, please send your resume, cover letter, job application and three business-related references to:

Town of Stoneham
 35 Central Street, Stoneham, MA 02180
 Attention: Donna Gaffey, HR Director
dgaffey@stoneham-ma.gov

The Town of Stoneham is an EEO/AA Employer

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.