

TOWN OF STONEHAM - JOB OPPORTUNITY

Position Title: Town Accountant
Scheduled Hours: 40 per week
Salary: *Commensurate with qualifications and experience.*

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 Town Administrator 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 Board of Selectman 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 Board of Selectman and the Finance and Advisory Board.
- 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.
- 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.
- 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 Board of Selectmen and Finance Board meetings when required and two Town meetings annually.

Recommended Qualifications:

Education and Experience:

Minimum of Bachelor's Degree in Accounting (Masters or CPA preferred) with 5-7 years in municipal government accounting.

Special Requirements:

Certification as Governmental Accountant by Massachusetts Auditors and Accountants Association.

Knowledge, Ability, Skill:

Knowledge: Accounting, data processing, Massachusetts General Laws, MUNIS Accounting System.

Ability: Function independently to meet deadlines for projects and reports. Interact with all Town departments.

Skill: Operate computer, calculator and other office equipment.

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, salary requirements and three business-related references to:

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

Application deadline:

Stoneham is an equal opportunity employer. We encourage diversity in our workforce and are committed to creating an inclusive environment for all employees.

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.