**Job Posting**

**Town of Princeton**

The Town of Princeton seeks qualified applicants for the position of Town Accountant. The Town Accountant works under the administrative direction of the Town Administrator to perform essential functions ensuring that all municipal financial transactions conform to law and to professional standards. This is a 30 hour a week benefited position.

Responsibilities include keeping accounts and financial records in accordance with applicable laws, reviewing all town expenditures, and establishing policies and procedures to ensure fiscal accountability. Minimum qualifications include bachelor’s degree; three years’ accounting experience; municipal accounting desired; or any equivalent combination of education, training, and experience.

Massachusetts Municipal Auditors’ and Accountants’ Association (MMAAA) certification required or obtained within three years of hiring.

To apply please submit application, cover letter, and resume to Town Administrator, 6 Town Hall Drive, Princeton, MA 01541 or <townadministrator@town.princeton.ma.us>

Position open until filled. Salary Range is $29.23-$38.00 per hr. DOQ. EOE.

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| **Position Title:** | Town Accountant | **Grade Level:** | Level I |
| **Department** | Accountant | **Date:** | Nov. 2017 |
| **Reports to:** | Town Administrator | **FLSA Status** | Non-Exempt |

**DEFINITION**

Responsible for managing the municipal accounting systems, preparing various financial reports, assisting with procurement and budget processes and overseeing the maintenance of internal audit and controls.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

* Maintains accounts and financial records in accordance with local, state and federal laws
* Reviews and approves/denies expenditures
* Enters warrants and receipts in ledger, prepares journal entries, posts to general ledger, prepares monthly balance sheet,
* Prepares financial statements of funds
* Reviews timesheets and prepares payroll warrant
* Oversees the maintenance of comprehensive accounting records for town appropriations, expenditures, revenues and contracts
* Establishes guideline and procedures for the processing of bills, payroll and other financial materials
* Prepares and issues bi-weekly status reports to departments on expenditure and appropriation balances
* Coordinates and collaborates with a contracted auditing firm to ensure the annual audit is completed appropriately
* Prepares required reports for federal and state grants
* Prepares EOYR municipal condensed report for DESE
* Prepares comprehensive financial annual report
* Prepares departmental budget
* Reviews all request for transfers from the Reserve Fund
* Certifies contracts as to the availability of appropriation
* Maintains extensive and accurate records
* Performs a variety of related duties

**SUPERVISION RECEIVED**

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

**SUPERVISION EXERCISED**

The manager is accountable for the direction and success of programs. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objectives; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards for establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees.

**JUDGMENT**

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

**COMPLEXITY**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

**NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who may have diverse points of view or differences. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**CONFIDENTIALITY**

Employee has regular access at the departmental level to a variety of sensitive and confidential information.

**EDUCATION AND EXPERIENCE**

A Bachelor’s degree in Accounting, Finance or related field and 5-7 years of related experience is required; or any equivalent combination of education and experience. Certified Public Accountant is preferred. Must work towards becoming a Certified Massachusetts Accountant if not already certified. Municipal accounting experience preferred.

**KNOWLEDGE, ABILITY, AND SKILLS**

Must have knowledge of Massachusetts General Laws and town By-Laws. Must have thorough knowledge of federal, state and municipal laws, regulations and procedures relating to the accounting functions.

Must have excellent communication and customer service skills; computer and database skills; must have organizational skills. Must have excellent writing, financial and spreadsheet skills.

Must have the ability to maintain accurate, detailed records; to deal tactfully with other departments, staff and the public and to perform detailed work despite frequent interruptions; must have the ability to maintain effective working relationships.

**WORK ENVIRONMENT**

The work environment is typical of municipal offices.

**PHYSICAL, MOTOR, AND VISUAL SKILLS**

**Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

**Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.