

## **TOWN OF WAYLAND POSITION DESCRIPTION**

**Title:** Accountant

**Department:** Finance

**Appointing Authority:** Town Administrator

**Affiliation:** AFSCME

**Grade:** G-6

**Personnel Board Approved:** 9/24/07

### **Summary of Duties**

Professional, administrative and technical accounting work in maintaining the fiscal records and internal controls in accordance with all applicable standards. Performs responsible duties of a financial nature, requiring knowledge of applicable finance laws and regulations and accepted accounting principles.

### **Supervision Received**

Reports to and works under the general administrative direction of the Finance Director.

### **Supervision Exercised**

May oversee the work of departmental staff.

### **Job Environment**

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; may attend evening meetings with the Finance Committee; may attend annual or special town meetings and meetings and forums as necessary.

The noise level in the work environment is characteristic of an open office.

Operates personal computer and standard office equipment.

Makes regular contact with town and school employees; has occasional contact with members of Town boards and committees, external governmental or business representatives, vendors and the general public; contacts require judgment, courtesy and discretion; contacts are in person, by telephone, fax, in writing and by e-mail.

Has access to certain financial-related confidential information which may include legal proceedings, bid proposals, collective bargaining information and departmental personnel records.

Errors in judgment could result in considerable delay and confusion, could have monetary and/or legal repercussions, could expose the Town to certain legal liabilities and could affect the general public's confidence in the Town's financial position.

### **Essential Functions**

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

Is responsible for assisting the Finance Director in planning, directing and managing financial and accounting policies and procedures for the Town.

Oversees the maintenance and upkeep of comprehensive accounting records in accordance with applicable finance law and accepted practices.

Ensures that all financial reporting requirements are in accordance with state, federal and town by-laws.

Develops, recommends, implements and reviews new and existing accounting policies, procedures and internal controls.

Provides officials and department heads with information and assistance in interpreting financial data and accounting issues.

Prepares the annual financial statements of the Town; assists the School Business Administrator with the completion of the year-end financial report.

Assists with the preparation of all necessary worksheets for the annual Town and School audits.

Assists with the preparation of audit materials for building construction and renovation projects.

Reconciles and prepares reports required by the Department of Revenue, Department of Education, IRS, Bureau of Census; as well as other state and federal requirements such as the Schedule A and Tax Recap as well as other miscellaneous requirements.

Assists in preparation of reports for Department of Education grants; assists in filing monthly requests for funds for MA Department of Education administered grants.

Reconciles and resolves discrepancies in grant accounts with School Department staff responsible for program administration.

Monitors the expenditures of all town departments; prepares, reviews and analyzes monthly reports for all town departments, boards and commissions on the status of appropriation balances, expenditures and revenues.

Oversees payroll and accounts payable processing; provides backup when necessary.

Coordinates the reconciliation of receivables with the Treasurer's Office on a quarterly basis.

Prepares all journal entries and transfers on a monthly basis.

Assists in maintaining the Town's financial management software system; assists Town and School personnel with the utilization of financial systems with respect to information entry, record-keeping, financial projections and financial reporting; assists in training users on the proper use of the system.

Maintains detailed files on all issued debt as well as all authorized but unissued debt; contributes to the creation of "Official Statements" in connection with the issuance of all debt for the Town.

Assists the Finance Director in preparing the annual town budget.

Interacts with finance staff, other departments, external auditors, vendors, Massachusetts Department of Revenue, IRS etc., in the performance of position responsibilities.

Maintains knowledge of new legislation, regulations and changes in accounting procedures through publication review, attendance at meetings and conferences and peer associations.

As directed by the Town Administrator, may assume the responsibilities of the Finance Director during his/her absence.

Participate in special projects as assigned.

Performs other duties as required.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree with a major in accounting or a related discipline.

#### **Experience:**

Over 2 years of progressively responsible accounting experience, experience in a municipal setting preferred.

#### **Substitutions:**

4 years of professional experience as a municipal accountant may be substituted for the degree requirement.

**Licenses/Certificates:**

None. Certification as a municipal accountant preferred.

**Knowledge, Abilities and Skills**

Knowledge of financial operations, services and activities of a comprehensive finance program.

Knowledge of debt management practices.

Knowledge of investment strategies.

Knowledge of accounting principles and practices.

Ability to analyze financial programs, policies and operational needs.

Principles and practices of program development and administration.

Knowledge of principles and practices of budget preparation and administration.

Knowledge of pertinent Federal, State and local laws, codes and regulations.

Ability to prepare clear and concise administrative and financial reports.

Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to work independently and as a team member.

**Physical Requirements**

Light physical effort required to perform duties under typical office conditions.

Frequently required to sit, communicate, and move around the Town Building.

Occasionally required to lift and carry heavy books and reports. Vision requirements include the ability to read routine and complex documents and use a personal computer.

*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.*