



# Town of Blandford Massachusetts

<b>Job Title:</b> Accountant	<b>Location:</b> 1 Russell Stage Road
<b>Job Type:</b> Appointed	<b>Reports To:</b> Town Selectmen
<b>Hours per Week:</b> 40	<b>Pay Basis:</b> Hourly

## **JOB DUTIES:**

- Administers the day-to-day management of all accounting records of the town.
- Ensure that all accounting practices conform to the established policies and procedures and meets Town, State, and Federal requirements.
- Maintain detailed ledger records and flows of town monies for cash receipts, investments, earnings, assets, special funds, bonds, debt services, enterprise funds, revolving funds, and trust funds, etc.
- Collaborate with Town Assessors, Clerk and other Town employees to monitor all accounting procedures and ensure regulatory compliance.
- Conduct monthly, quarterly and annual reconciliation of cash with Treasurer & Collector.
- Submit monthly Reports to Departments comparing budgets to actual expenditures.
- Compiles and submits year-end financial statements to town officials and the state Department of Revenue according to statutory requirements.
- Enter budget from Town meeting votes and budget amendments into accounting system.
- Conducts year end closing procedures to include Balance Sheet, Income Statement, Tax recap and preparation of Town's Annual Report.
- Oversees the preparation of payroll and bill warrants, examining for proper calculation, correct appropriation charges and within town meeting authorization, so as to prevent excessive, fraudulent or unlawful practices.
- Conducts internal audits of accounting practices/records and prepares for Town audits.
- Maintain vendor files and chart of accounts information for billing purposes.
- Advises boards/commissions/committees and all town departments regarding municipal finance laws and budgetary control.
- Provides all Departments with guidelines and operating procedures; briefs responsible officials on submittal of bills and invoices for payment.
- Provides assistance to a variety of Town officials and Department heads in preparing budgetary requests, furnishing significant data and information; serves in a consulting capacity to the Select Board and Finance Committee.
- Attends Finance Committee Meetings.
- Keeps Town officials apprised of Town's financial status and conditions.
- Performs other related duties as required.

## **GENERAL RESPONSIBILITIES:**

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated DOR and MA General Law.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town in a professional manner at all times. Ensure all accounting practices are completed in a prompt, efficient and ethical manner.
- Report all accidents, to self and/or property, as well as safety concerns to Town Selectmen and other related departments within 2 hours of the incident for non-emergencies. All emergency incidents must be reported immediately.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

## **REQUIREMENTS – MINIMUM QUALIFICATIONS:**

- Bachelor's degree in accounting, finance or related field; five years of responsible experience in accounting or financial management; experience in municipal accounting and supervisory experience preferred; or any equivalent combination of education and experience.
- Thorough knowledge of the principles and practices of municipal accounting and financial reporting.
- Working knowledge of the applicable provisions of the Massachusetts General Laws.
- Working knowledge of computer applications for accounting and financial management.
- Ability to analyze and interpret accounting data and to present reports of findings and recommendations.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively under time constraints to meet deadlines.
- Ability to be bonded.

## **WORKING CONDITIONS:**

- Light physical effort required to perform duties under typical office conditions.
- Work requires use of hands, sitting and talking/listening, standing, walking, stooping, kneeling, crouching and/or reaching with arms and hands.
- Occasional lifting of up to 30 pounds is required.
- Requires the use of a computer and operation of standard office equipment.
- Requires reading routine and complex documents both in print or electronically.