



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

#40-25

Assistant Town Accountant

The Town of Medway's Accounting Department is seeking a qualified and experienced Assistant Town Accountant. The Assistant Town Accountant is a full-time (37 hours) benefits-eligible Union position that provides complex and responsible administrative support and assistance to the Town Accountant. Position is responsible for financial administrative functions. Duties include but are not limited to:

- Audits and processes the accounts payable warrant and posts to the general ledger.
- Distributes monthly departmental account status reports; researches discrepancies and reconciles all accounts with departments.
- Maintains all Town construction and purchasing contracts, grants, and related voucher files.
- Reconciles the general ledger balances for real estate, personal property, excise, betterments, and liens to the Collector's detail.
- Verifies the turnovers from other Town Departments to the schedule of Treasurer's receipts ensuring accurate coding, posts receipts to the general ledger.
- Prepares journal entries to balance and close the monthly books in the general ledger.
- Assists the Town Accountant in closing the fiscal year and preparing required reports, such as Schedule A and the Balance Sheet.
- Maintains accurate and detailed records of all police details and EMS receivables.
- Prepares and maintains schedules of Commitments and Abatements.
- Responsible for the monthly reconciliation of withholding accounts.
- Perform similar or related work as required, directed, or as situation dictates.

Associate's degree in accounting/finance, bachelor's degree preferred or a related field; two (2) years of current municipal accounting or an equivalent combination of education and experience. Proficient in Microsoft Office, experience with MUNIS software financial modules preferred. Candidate must have strong communication and organizational skills; must maintain a high degree of confidentiality.

Please review the job description on the Town website for more details. [Job Description](#)

Please send a cover letter, resume, and employment application to: Human Resources Manager, Cheryl Houle at Medway Town Hall, 155 Village Street, Medway, MA 02053, or email to choule@medwayma.gov. The Employment Application can be found here: [Application](#)

Date of Posting:	November 7, 2025
Closing Date:	November 28, 2025, at Noon
Hiring Salary Range:	Grade 9 Hiring Range \$32.20- \$37.29
Full Salary Range:	Grade 9 \$32.20 - \$42.29

The Town of Medway is an Equal Opportunity Employer