



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	ASSISTANT TOWN ACCOUNTANT	Date:	2018
Department:	ACCOUNTING	Grade:	9
Reports To:	FINANCE DIRECTOR/TOWN ACCOUNTANT	FLSA:	NON-EXEMPT

POSITION PURPOSE:

The Assistant Town Accountant provides complex and responsible administrative support and assistance to the Town Accountant. Position is responsible for financial administrative functions.

ESSENTIAL FUNCTIONS:

- 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 in order 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.

SUPERVISION:

Works under the general direction of the Town Accountant and in accordance with applicable Massachusetts General Laws, Town policies, Town bylaws, and relevant State, federal, and local regulations and standards.

EDUCATION AND EXPERIENCE:

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.



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KNOWLEDGE, ABILITY, AND SKILL:

Knowledge of the UMAS accounting system, principles and practices of municipal accounting, and Massachusetts municipal finance laws; familiarity with computer applications for accounting and financial management; knowledge of procurement laws and procedures; knowledge of office procedures, bookkeeping principles, and the organization and operation of Town departments.

Ability to establish and maintain professional cooperative relationships with employees, department heads and vendors; ability to maintain detailed and extensive records and prepare reports; ability to work independently and exercise judgment.

Skill and accuracy working with numbers and detail; computer skills; organization skills.

PHYSICAL REQUIREMENTS:

Minimum physical effort is required to perform functions in office conditions. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer.

WORK ENVIRONMENT:

Work is performed in office conditions and the employee operates standard office equipment. Position requires examining, analyzing, and evaluating facts and circumstances surrounding various types of financial transactions that affect the general ledger. Work requires an understanding of the various laws and regulations that govern municipal accounting and the application of those concepts and practices. The workload is subject to budget cycles and administrative deadlines; may be required to attend evening meetings.

The employee has regular contact with other Town employees and Department Heads, State agencies, auditors, contractors and vendors.

The employee has access to bid documents, legal proceedings and confidential information about employees.