



JOB POSTING – August 20, 2024

DEADLINE- Until filled

Job Title: Professional Accountant

Department: Police Department

Reports to: Tanya Wdowiak, City Auditor

Job Summary:

Provides help and support to the City Auditor, reviews policies, plans, and procedures, coordinates audits and accounting procedures, ensures accuracy and efficiency of municipal and departmental accounting systems. Performs all other duties as required.

Supervision:

- Under the general direction of the City Auditor performs financial functions of a complex and technical nature requiring the exercise of judgment and initiative.

Duties/Responsibilities:

- Assists with the tracking and maintenance of departmental budgets, provides timely and accurate financial information and ensures the integrity of the financial data by following proper internal controls; ensures that no claim or payable against the City is fraudulent, unlawful, or excessive as prescribed by Massachusetts General Laws.
- Reviews all cash receipts for posting to the general ledger.
- Distributes revenue and expenditure budget request forms to departments; collects, reviews, amends, and compiles department budget estimates; calculates various aspects of department budgets; presents and amends compilation of the department budget requests to the City Auditor.
- Prepares numerous financial analyses to assist the City Auditor in making adjustments to department budget estimates.
- Analyzes and distributes monthly budget reports to departments and city council. Answers questions from various sources regarding the preparation, analysis and financial impact of the annual budget.
- Supports the City auditor in order to prepare a financial analysis of the revenue and expenditure outlook for the budget year under review.
- Coordinates the published annual budget books, reviews all journal entries posted to the general ledger, reviews purchase contracts.
- Coordinates the City's annual independent financial audit with external auditors and City departments.

- Coordinates completion of various periodic reconciliations related to accounts payable; accounts receivable, fixed assets, cash, budget, and debt.
- Reviews warrants for vendor invoices and biweekly payrolls.
- Create new Fund entities in Tyler EERP (MUNIS) as needed.
- Performs similar or related work as required or as situation dictates.

The essential functions or duties listed above are intended only as examples of the 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.

Required Skills/Abilities:

- Thorough knowledge of accounting standards, principles and practices, and applicable provisions of Massachusetts General Laws.
- Working knowledge of computer applications for accounting and financial management, knowledge of municipal fund accounting, budgeting, and financial reporting.
- Must be able to work independently. Demonstrated ability to formulate goals and objectives and to establish and maintain positive working relationships.
- Able to communicate effectively in writing and orally.
- Ability to work effectively under time constraints to meet deadlines. Ability to oversee multiple projects at a time.
- Strong financial management and organizational skills. Strong technology skills including Google Suite, Microsoft Word and Excel as well as experience with the use of integrated financial systems.

Job Environment:

- Work is performed under a typical office setting; the work environment is more than normally busy.
- Operates computer, telephone, copier, calculator, scanner, and other standard office equipment.
- Makes frequent contact with department heads and other staff within the City. Contact is in person, by telephone and written correspondence.
- Has access to all Police municipal financial information and significant confidential information, including bid proposals, negotiating positions and legal proceedings.

Education, Certification, licensure and Experience:

- Bachelor's degree in Accounting, Finance, or similar field preferred.
- Three to five years of progressively responsible experience in accounting or financial management.
- Experience in municipal accounting or in a medium to large scale accounting environment preferred.
- Training in Tyler ERP (MUNIS) financial accounting computer software preferred, or other similar financial related software programs.

Fair Labor Standards Act (FLSA) status: Exempt

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Salary/Pay rate: \$58,680.00-82,135.00, Schedule A-GR10

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA) and Short-term Disability.

How to Apply: Please send resume and cover letter to Personnel@holyoke.org