



**JOB POSTING – October 14, 2021**  
**DEADLINE- October 25, 2021**  
**Full Time Professional Accountant**  
**City Auditor's Office**  
**INTERNAL FOR 7 DAYS**

**Position Purpose:**

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.

**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.)*

- 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.
- Coordinate's 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 MUNIS as needed.
- Performs similar or related work as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

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

**Knowledge, Ability and Skill:**

*Knowledge:* 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.

*Ability:* Analyzes financial data and presents findings clearly in written and verbal form, establishes and maintains cooperative relationships with city officials and governmental representatives, maintains effective working relationships with employees, follows the goals and objectives for the department.

*Skill:* Utilizes a variety of computer and accounting software systems. Advanced use of MUNIS, Microsoft Word, Microsoft Excel, Internet browsers, Web editing software, Lotus Notes, and other related programs. Aptitude for numbers and details. Strong organizational and analytical skills, public speaking and decision-making.

**Physical Requirements:**

Minimal physical effort required to perform essential functions under typical office conditions. Ability to operate a keyboard and calculator and view computer screens for an extended period of time.

**Supervision:**

*Supervision Scope:* Performs functions of a complex and technical nature requiring the exercise of judgment and initiative ensuring all municipal financial transactions conform to law and professional standards.

*Supervision Received:* Works under the general direction of the City Auditor. Resolves most problems independently.

*Supervision Given:* Supervision of union staff.

**Job Environment:**

- Work is performed under typical office conditions; noise level is moderate. Operates computer, calculator, phone, copier, fax machine, and other standard office equipment.
- Makes regular contacts with department heads and other City staff. Has limited contact with the general public. Contacts are in person, by telephone and in writing.
- Has access to all municipal financial information and significant confidential information, including bid proposals, negotiating positions and legal proceedings.

**Fair Labor Standards Act (FLSA) status:** Non-Exempt (Hourly)

**Employment status & Hours:** Regular Full-Time employment, 35 hours per week, Monday-Friday 8:30a-4:30p. Occasional evening meetings.

**Pay Rate:** \$60,000/annually

**Employee Benefits:** Health, Dental, Life Insurance, Flexible Spending Account (FSA)

Please send letter of interest, resume, and three references by email only to ([Personnel@Holyoke.org](mailto:Personnel@Holyoke.org))  
Attn: Personnel Director.

No phone call inquires or walk-in applications, please.

*The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. 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.*