

**POSITION DESCRIPTION****K-24****Town of Needham****Town Accountant****3/2017*****Duties:***

The essential functions or duties listed are intended as illustrations of various types of work that is 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. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Under the direction of the Assistant Town Manager/Finance Director and in accordance with state statutes and Town by-laws, responsible for planning, controlling, and directing all financial programs and internal auditing and financial reporting functions of the Town in compliance with Massachusetts General Laws.

Develop reporting procedures to ensure that all sources of revenue are correctly identified and reported by the Treasurer and department heads; and develop format for detailed financial reporting, including a chart of accounts and accounting system to comply with UMAS and GAAP standards.

Approve and authorize for payment all cash disbursements by the Town; prepare a weekly warrant authorizing payment by the Town Treasurer; and schedule all payments to vendors to optimize the Town's cash position, including taking discounts and maximizing the potential to earn interest on retained funds. Responsible for processing Town-wide payroll.

Develop a vendor file that facilitates purchasing management, including compliance with bidding laws, MBE utilization requirements imposed by statute, and consolidated purchasing.

Conduct regular internal audits of Town departments to ensure compliance with budget, legal and fiscal controls; serve as primary liaison to outside auditors; and prepare responses to related management letter.

Prepare summary financial reports for Selectmen and federal and state agencies, identifying "free cash" position and bond issue requirements.

Monitor revenue receipts from federal and state grants; initiate procedures to collect any overdue payments; and monitor Town compliance with grant provisions relating to expenditures.

Interpret and enforce federal and state statutes with department heads and staff regarding accounting procedures, workers' compensation, unemployment compensation, tax withholding, etc.

Interview, select, orient, train, and schedule assigned staff; supervise staff in the performance of duties involving the review, audit, and approval of all invoices, encumbrances, and payrolls of all Town departments; and evaluate performance and recommend appropriate personnel actions.

Identify the needs for new computerized accounting systems and for upgrading of applications; and design document formats and processing sequences.

Participate in Finance Department meetings with the Assistant Town Manager/Finance Director, Treasurer/Collector, Administrative Assessor, MIS Director and others as needed.

Keep abreast of all new legislation and changes in accounting procedures and projects and trends in fiscal matters. Participate in ad-hoc task forces to address significant and complex issues. Serves on relevant boards and committees as assigned. Perform other related duties as required

***Basic Knowledge:***

Work requires knowledge equivalent to a Bachelor's Degree in Business Administration with emphasis on Accounting and Financial Control.

***Experience:***

Requires seven (7) to ten (10) years of accounting, auditing, and budgetary experience and progressively responsible management and supervisory background.

***Independent Action:***

Participate in establishing short range plans and objectives within scope of Town-wide policies and common goals; and consult with Finance Director on planning report needs of various departments, major policy issues, disciplinary problems, and major expenditures.

***Supervisory Responsibility:***

Provide full supervision to department staff of 3.4 FTE's.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperatures, noise, odors etc.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc.
- Some travel by personal automobile to neighboring towns.

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 the requirement of the job change.