

**POSITION DESCRIPTION****GE-20****Town of Needham****Asst. Town Accountant****10/2016*****Duties:***

Under the general supervision of the Town Accountant, assists in planning, directing, and coordinating all financial and accounting functions for the Town; maintaining all Town accounting records, and preparing financial statements and reports required by the Government Accounting Standards Board (GASB) and the Massachusetts Department of Revenue (DOR).

Analyzes and reconciles general ledger accounts monthly, including cash, accounts receivable, withholdings, etc. Prepares correcting journal entries and works with other departments to correct and prevent errors; inputs the Town's financial appropriations, expenditures, cash receipts, transfers, balance sheets and other financial reports. Monitors departments' financial transactions for compliance with the Massachusetts General Laws (MGL), budgets appropriated by Town Meeting, and rules and regulations. Assists in maintaining the fixed asset accounting system for buildings, equipment and infrastructure, analyzes all reports to ensure compliance with established accounting policies, procedures, laws and regulations, and ensures minority business enterprise and contract compliance reporting.

Oversees payroll and accounts payable functions, assists in the recruitment, selection, orientation, training and evaluation of incumbents in the positions of payroll and/or accounts payable functions.

Assists the Finance Director in completing required reports and special projects by compiling and verifying the accuracy of data; prepares and provides financial data, history and/or calculations to the Finance Director, Town Accountant, Town Manager, and department managers as requested.

Performs duties of Town Accountant in the absence of the Town Accountant, and performs other related duties as assigned.

***Basic Knowledge:***

The position requires an equivalent to a bachelor's degree in accounting or finance.

***Experience:***

The position requires three to five years of professional accounting experience, preferably municipal accounting with knowledge of UMAS, proficiency in the use of Microsoft business office software programs, e.g., Access, Excel, Word, and Microsoft Office Outlook. The position requires an aptitude to learn propriety financial software packages, and an understanding of the applicable Massachusetts municipal laws and regulations. UMAS certification and prior supervisory experience are desirable.

***Independent Action:***

Incumbent functions independently under general supervision, developing work schedule and setting priorities, referring interpretation of complex policy issues to the department manager. The nature of the position and functions of the department is one which errors could result, that can lead to delays and confusion, and have financial repercussions.

***Supervisory Responsibility:***

Incumbent supervises accounting department support staff.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperature, noise, or odors.
- Personal computer, including word processing, spreadsheet, databases and presentation software; 10-key calculator; telephone; copy machine; fax machine.
- Regular interruptions to assist other Town department staff
- May spend extended periods at computer terminal, on telephone, or operating other office machines. While performing the duties of this job, the incumbent is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk and climb stairs
- Regular lifting and carrying of files, documents, records, and book to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Some travel by personal automobile may be required from time to time.