

APPLICATION PROCESS FOR POSITION OF TOWN ACCOUNTANT

1. Enclosed with this packet is the Job Description.
2. Candidates shall review the Position Description, with particular attention to Basic Knowledge/Experience Requirements. Only qualified candidates are encouraged to apply.
3. The application packet submitted by qualified candidates shall include, at a minimum, the following documents and/or information:
 - A. Letter of intent, including a statement of reasons why the candidate believes he/she is qualified for the position.
 - B. Up to date, comprehensive resumé, detailing educational background and experience.
 - C. Evidence of educational coursework.

This information is due by August 8, 2017 to the Selectmen's Office.

4. August 9th through August 11th Town Administrator and Finance Director and Board of Selectmen will review all applications.
5. Week of August 14, 2017 Town Administrator and Finance Director to recommend three (3) candidates to be interviewed by the Board of Selectmen. Selectmen to select any additional candidates to be interviewed.
6. August 21, 2017 Board of Selectmen to conduct interviews and make appointment.

**Town of Milford, Massachusetts
Job Description**

Position Title:	Town Accountant	Grade Level:	II
Department	Accounting	Date:	2017
Reports to:	Finance Director	FLSA Status	Exempt

Statement of Duties: The Town Accountant is responsible for administrative and technical work in monitoring, directing and auditing the municipal accounting system; maintains computerized financial systems and records; performs internal and external financial reporting requirements; the employee is required to perform all similar or related duties.

Supervision Required: Under administrative direction of the Finance Director, working from municipal policies and objectives; individual establishes short-range plans and objectives, Town performance standards and assumes direct accountability for department results; consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility: The employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; reassignments, oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work. Employee supervises two (2) full time employees.

Confidentiality: Has access to some confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

Judgment: The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken

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within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying complex federal, state and local regulations.

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance. The employee deals with the public and other individuals on behalf of a department to communicate departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Develops and implements the town's accounting system and procedures, provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive, as prescribed by the Massachusetts General Laws.
2. Develops and prepares monthly reports to track all financial activity within the town's many funds, to include special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures that funds are reconciled on a monthly basis with the department authorized to expend said funds.
3. Develops and prepares monthly reports to track all financial activity within the town's receivable accounts, to include property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures and other town accounts; ensures that funds are reconciled on a monthly basis with both the department responsible and with applicable service bureaus.

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4. Maintains files of all original contracts entered into by the Town.
5. Assists the Finance Director with year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the State Department of Revenue for certification of free cash; prepares and submits annually to the Department of Revenue, Schedule A, detailing all town financial activity for the fiscal year.
6. Assists in the compilation of information for the annual town report, serves as a resource of financial information to the Board of Selectmen, other elected officials, town departments committees, and boards as required.
7. Maintains personnel records for contractual entitlements for all municipal departments (except for the school department).
8. Maintains a contract register; employment contracts, grants with the State and Federal government, bids, etc. for all Town departments including the School Department.
9. Coordinates the working budget document and facilitates its development with the Finance Committee and the Board of Selectmen.
10. Assists with the Town's independent auditors.
11. Assists the Finance Director with compiling and preparing all necessary data in the setting of the tax rate to include revenue budgets, proposition 2-1/2 compliance, and the inclusion of all town meeting voted articles.

Recommended Minimum Qualifications:

Education and Experience: College graduate with a Bachelor's degree in accounting or business administration with three (3) to five (5) years of progressively responsible experience in professional municipal accounting; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws; thorough knowledge of computer applications for accounting and financial management.

Abilities: Ability to analyze and interpret financial data and to present findings clearly in written and oral form; ability to establish and maintain cooperative relationships with town officials and governmental representatives.

Skills: Excellent skill in working with numbers and detail; excellent analytical and communication skills; excellent financial computer skills including spreadsheet applications.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

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Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

Visual Demands: Position requires the routine reading of documents and reports for understanding and analytical purposes. Employee is rarely required to determine color differences.

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.