

**Notice of Vacancy  
Town Accountant**

The Town of Essex is seeking qualified applicants for the position of Town Accountant. Interested candidates must have at least three years' experience in municipal accounting. The position requires the preparation of weekly payroll and bills payable warrants; management and development of municipal budgets in concert with others; and the performance of a number of complex cyclical certifications and procedures requiring interaction with the Massachusetts Department of Revenue, the Essex Board of Assessors, the Essex Treasurer/Collector, the Essex Finance Committee, and the various Town departments. Copies of the detailed job description are available from the Town Administrator in Town Hall or at [www.essexma.org](http://www.essexma.org). Salary will be negotiated commensurate with experience, pursuant to an employment contract. Please send a cover letter and resume to Essex Board of Selectmen, Town Hall, 30 Martin Street, Essex, MA 01929 or [bzubricki@essexma.org](mailto:bzubricki@essexma.org), to be received no later than January 16, 2018.

Essex Board of Selectmen

**TOWN ACCOUNTANT**  
**TOWN OF ESSEX**  
Position Description

**Position Purpose:**

The purpose of this position is to perform professional, administrative, supervisory and technical work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all town funds and auditing financial records and transactions; performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs varied and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel.

*Supervision Received:* Work is performed under the general direction of the Board of Selectmen and in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards with considerable latitude for independent judgment and action.

*Supervision Given:* Supervises Town Accountant's Assistant.

**Job Environment:**

Work is performed under typical office conditions; work environment is moderately quiet.

Operates computer, calculator, telephone, copier, and other standard office equipment.

Makes frequent contact with town departments, committees, vendors, and the Department of Revenue. Methods of communication are in person, by telephone, email, and via standard reports.

Has access to a wide variety of department-related and town-wide confidential information such as bid proposals, legal issues, personnel records and financial records of the town.

Errors could result in significant confusion and delay, loss of department services, and have far-reaching town-wide financial repercussions; errors could cause exposure for the town to certain serious legal repercussions.

**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.)*

Develops and implements the town's accounting system and procedures; provides timely and accurate financial information. Ensures the integrity of the financial data by instituting proper internal controls; all in compliance with state and local laws and auditor's recommendations.

Manages General Ledger activity for all town funds; including General Fund, Special Revenue, Capital Projects, Enterprise, Long Term Debt, Trust and Agency.

Responsible for updating town's Fixed Assets listing.

Coordinates annual financial audit and biennial actuarial valuation for O.P.E.B. (Other Post Employment Benefits).

Administers the day-to-day management of all accounting records of the town. Prepares all accounts payable and payroll warrants for submission to the Board of Selectmen for approval and to the Town Treasurer for payment. Distributes budget to actual appropriation reports to departments monthly for their reconciliation.

Oversees the activities of the Town Accountant's office; prepares and manages the annual departmental budget; assists other departments as a financial and accounting advisor.

Selects, trains, evaluates and disciplines staff in accordance with town policies and procedures.

Prepares I.R.S. form 1099 for vendors after the close of a calendar year.

Reviews Treasurer's cash receipts detail, reconciles Treasurer's cash, reconciles all accounts receivables with various departments as to outstanding balances.

Maintains file of contracts entered into by the town and certifies as to availability of funds.

Works as an integral member of the finance team and is a resource for the town's Finance Committee. Posts and attends all Finance Committee meetings, takes minutes at the meetings, and posts agendas and minutes on the Town Website and on "My Town Government" site.

Compiles and distributes budget worksheets for departments in preparation of the town's annual operating and capital budget. Plays a support role to the Selectmen, Town Administrator and Finance Committee throughout the budget process leading up to town meetings. Attends all town meetings and some Selectmen's meeting, as necessary.

Works with the Assessors to prepare and submit to the Commonwealth's Division of Local Services the Tax Rate Recapitulation documents for the annual setting of the Tax Rate.

Responsible for the preparation of year-end financial reports to include Combined Balance Sheet and supporting schedules. These reports are submitted to the Commonwealth's

Division of Local Services for certification of 'free cash'. 'Schedule A' is also prepared and submitted to assure the continuance of State Aid payments in any given year. The Accountant's section of the Town Report is prepared and submitted to the Board of Selectmen's office.

Attends state and regional meetings and seminars in order to remain current on changes impacting the town's financial position and procedures. A Massachusetts certified governmental accounting certificate program is offered through the MMAAA (Massachusetts Municipal Auditors and Accountants Association).

Works closely with the Town Administrator, the Treasurer/Collector, and the Town Auditor in developing financial policies to ensure the bond rating is maintained or improved, and to develop a 5-year capital plan.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Associate's degree in accounting or business administration or related field; Bachelor's Degree in Finance or related field preferred; and six years of progressively responsible related experience in professional, municipal finance or accounting, including supervisory experience; or any equivalent combination of education and experience.

**Special Requirements:**

Ability to be bonded.

UMAS Certification from the MA Municipal Auditors and Accountants Association desirable.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of modern municipal fund accounting theory, principles and practices, and of applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, and bookkeeping and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and financial management. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

*Ability:* Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to maintain effective working relationships with town officials, departments, boards/committees, governmental representatives, and the public. Ability to communicate effectively in written and oral form. Ability to multi-task and plan work to meet deadlines. Ability to resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records and prepare reports from such records.

*Skills:* Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning, and analytical skills.

Physical 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 essential functions.* While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

*(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.)*

Revision approved by Personnel Board January 8, 2018