

TOWN OF ROCKLAND

Job Description

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| Position Title: | Assistant Town Accountant | Grade Level: | 5 |
| Department | Accounting | Date: | 04/09/2022 |
| Reports to: | Town Accountant | FLSA Status: | Non-Exempt |

Statement of Duties:

Responsible for maintaining accurate financial records for the Town and ensuring the information is properly imprinted for reporting purposes. Assumes the responsibilities of the Town Accountant in their absence. Related work as required.

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.

- Processes weekly accounts payable warrant for all Town and School Departments; verifies department bill schedules, checking for accuracy, detail, coding, authorization and appropriateness of expenditure. Rechecks for availability of funds. Classifies and posts bills to proper accounts.
- Reviews and verifies payroll in accordance with individual, union and non-union personnel contracts for both Town and School personnel providing final approval authorization for the Treasurer's Office to proceed with payroll transmission.
- Responds to inquiries from department and vendors concerning payments.
- Maintains a complete set of records on account appropriations, expenditures, revenues, assessments, abatements and transfers for multiple accounts. Prepares, prints and distributes a variety of monthly reports.
- Prepares verification against Treasurer's cash balance.
- Prepares monthly appropriation reports by account, account number, appropriation and balances available for expenditures for all Town and School departments, reviewing any discrepancies with department heads in each department. This procedure prepared after month-end closing and adjusting entries necessary for Trial Balance.
- Answers the phone, responds to citizens, auditors and others requesting information and assistance.
- Prepares and posts journal entries for receivables, such as commitments, abatements, ambulance fees, and the like, and for any corrections.
- Verifies receipt schedules to actual receipts. Supervises the posting of receipt after review.
- Prepares detailed information for the Town Report.
- Maintains inventory of supplies for the Department.
- Informs all Town and School Departments in the issuing of new account numbers upon request due to Federal, State and other grants and revolving accounts.
- Helps to plan the year-end closing, adjustments, encumbrances and the final preparation of the closing and post-closing Trial Balance.

- Assists in the annual budget process.
- Assures smooth operation of the Department in the absence of the Town Accountant.
- In the absence of the Town Accountant for more than five working days, with the approval of the Board of Selectmen, signs bill and payroll warrants, signs purchase orders for all departments.

Supervision Required: Works under the direction of the Town Accountant. Employee expected to plan and carry out routine and moderately complex tasks with few instructions. Work involves related steps, processes, and methods. Employee must recognize differences among situations and make decisions based on various choices.

Supervisory Responsibility: Employee is responsible for providing direction and supervision to one Clerk.

Confidentiality: The employee has regular access to confidential information such as department and client records and must manage in accordance with the State Public Records Law.

Accountability: Attention to detail is of extreme importance due to the nature of the work required. Work affects a wide range of organizational activities and department operations. Error in judgement could cause delay and inconvenience to other staff members, employees and vendors. Employee expected to use judgement in selecting the most appropriate procedure to apply in a particular situation.

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed. The employee is expected to interpret rules, regulations, policies and procedures and adapt them to the situation at hand.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Nature and Purpose of Public Contact: Frequent contact with employees in all Town and School departments on matters relating to accounting functions to plan, coordinate, or advise on work efforts or to resolve operating problems. Some contact with vendors to relay information about the timing of payments. Employees are expected to act with courtesy, tact, and diplomacy in working with others and resolving issues

Recommended Minimum Qualifications:

Education and Experience: High School Education, supplemented by college level accounting courses, plus practical knowledge of municipal accounting procedures and practices; familiarity with Mass. General Laws pertaining to municipal accounting; five (5) years of work experience

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including exposure to computer operations; Certified governmental accountant by the Mass. Municipal Auditors and Accountants Association is a plus.

Special Requirements: None.

Knowledge, Abilities and Skill

Knowledge: Proven experience with standard office technology, including computers, calculators, and copy machines. Familiarity with accounting systems. software or an ability to learn new software quickly. Proficiency with Microsoft Office Suite required. Familiarity with IRS regulations. Experience with MUNIS and Harper's payroll systems.

Abilities: Aptitude for working with numbers. Ability to work independently and provide excellent customer service to the public and other department personnel; ability to perform multiple tasks and maintain confidential information. Ability to manage multiple tasks in a detailed and organized manner. Ability to work with frequent interruptions.

Skills: Good typing skills with extreme accuracy and moderate speed. Good verbal, written, telephone and interpersonal skills.

Work Environment: Work environment is typical of a professional office, involving moderate noise levels and frequent interruptions by customers and phone calls. Environment involves everyday risks which require normal safety precautions typical of offices.

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.

Physical Demands: Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment, file boxes and computer paper.

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

Visual Demands: The employee is required to constantly read documents and reports for general understanding.

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.