



**Town of Westport
Board of Selectmen**

816 Main Road
Westport, MA 02790

POSTED: October 13, 2021

NOTICE: Full-Time Job Opening

CLASSIFICATION: Town Accountant

GRADE: N/A

REQUIREMENTS: Per attached job description

WAGE: \$90,000 +/-, DOQ

ANTICIPATED START DATE: November 8, 2021

APPOINTING AUTHORITY: Board of Selectmen

All interested, qualified candidates send cover letter, resume, three professional references and the Town of Westport application to James K. Hartnett, Town Administrator, 816 Main Road, Westport, MA 02790 or email to hartnettj@westport-ma.gov. Please submit application material by 4:00 pm, November 8, 2021. Review of applications will continue until position is filled.

Posted: Town Hall & Annex, Library, Fire Stations, Police Station, Council on Aging, Highway Department

TOWN ACCOUNTANT

Definition

Highly professional administrative, supervisory, and technical work in maintaining financial records and supervising and controlling expenditures of all town funds; all other related work, as required.

Supervision

Works under the policy direction of the Board of Selectmen, with duties and responsibilities defined by the state laws, incorporating the General Accepted Accounting Principles and the Uniform Municipal Accounting System.

Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; questions generally referred to superior only when clarification of operating policies and procedures are needed; assumes direct accountability for departmental results.

Supervises two full-time employees.

Job Environment

Work is performed under typical office conditions; required to work outside of normal business hours during cyclic or seasonally busy periods.

Operates computer and general office equipment, such as calculator, copier, fax, and telephone.

Makes frequent contact concerning accounting and budgetary matters with all Town departments, vendors and relevant state officials and agencies. Makes occasional contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others.

Has access to department-related confidential information including bid proposals, negotiating positions, department personnel records, as well as sensitive town financial information.

Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, or deterioration of the Town's financial position; errors may also result in legal ramifications.

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 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 Massachusetts General Laws.

Maintains a complete set of financial records for all Town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has full audit responsibility for all Town department receipts and expenditures; audits Treasurer's cash.

Monitors expenditures of all town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure, and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer's cash balance with General Ledger cash balance; performs monthly review of Collector's and Treasurer's turnovers; oversees preparation of weekly warrants for payrolls and accounts payable.

Develops and prepares monthly reports to track all financial activity within the Town's many funds, including special revenue funds, state and federal grants, capital projects, enterprise funds, trust funds, and the general appropriations of the town; ensures funds are reconciled on a monthly basis with the department authorized to expend said funds.

Develops and prepares monthly reports to track all financial activity within the Town's receivable accounts, including property taxes, motor vehicle excise, tax title accounts, tax deferrals, taxes in litigation, tax foreclosures, and other own accounts; ensures that funds are reconciled on a monthly basis with the department responsible.

Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received and monthly entries in journal; notifies departments of expenditures and account balances on monthly basis; makes recommendations to improve financial condition.

Compiles and submits required state and federal reports during and at close of fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for Town Report.

Prepares and processes all bills and the payroll for the warrant; checks invoices as to the receipts of goods, cost in relation to budget availability, the approval of the department head, and general ledger coding. Ensures compliance with state and local bidding laws.

Receives cash receipts from various departments on a monthly basis; posts amounts into the general ledger. Reconciles accounts receivable with various department heads as to outstanding balances.

Provides up-to-date information to departments as to budgets, expenditures, and general financial information; issues monthly financial statements to all departments; prepares budget work sheets for all departments; occasionally meets with department heads to review their budgets. Answers questions from departments, Board of Selectmen, Finance Committee and general public regarding Town finances and/or accounting procedures.

Develops and prepares year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the 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.

Participates in Finance Department meetings with Town Administrator, Treasurer/Collector, Assessor and others as needed. Provides support to and attends Finance Committee meetings when requested.

Reviews contracts to ensure approval was granted for the activity at Town Meeting, that appropriated funds are available, and that procurement procedures comply with Massachusetts General Laws.

Represents the Town on relevant boards, committees and commissions, and at public meetings, and communicates with external agencies, consultants, etc., to facilitate town business.

Responds to inquiries from staff and public providing appropriate, professional, courteous information, research or referral.

Works with outside auditing consultants; provides financial information as needed.

Attends professional meetings and conferences for professional development purposes. Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree in accounting, finance or related field; three years of responsible experience in accounting or financial management; experience in municipal accounting preferred; or an equivalent combination of education and experience.

Special Requirements

Required to attend courses offered by the Massachusetts Municipal Accountants and Auditors to maintain status as a certified governmental accountant.

Knowledge, Ability and Skill

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

Ability. 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.

Skill. Skill in working with numbers and detail. Skill in data processing; skill in word processing, and spreadsheet applications. Good public relations skills.

Physical Requirements

Negligible physical effort required to perform functions under typical office conditions. Ability to operate a keyboard and calculator at efficient speed and sit at a computer for long periods of time. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

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.

Revised 10/7/21