

Town of Uxbridge  
21 S. Main Street  
Uxbridge, MA 01569  
Tel. 508-278-8600

NOTICE

POSTED: October 24, 2018

NOTICE: Full-Time Job Opening  
Monday, Tuesday and Thursday 7:30am-5:00 pm,  
Wednesday 8:00am- 7:00 pm.

CLASSIFICATION: Admin Assistant IV/ Assistant Town Accountant

GRADE: D

DIVISION: Town Accountant

REQUIREMENTS: Per attached job description

WAGE: \$21.88 per hour

AVAILABLE: 11/13/18

APPOINTING AUTHORITY: Town Manager

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All interested, qualified candidates should submit a letter of interest, Town of Uxbridge application, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or e-mail same to [HR@uxbridge-ma.gov](mailto:HR@uxbridge-ma.gov). Review of resumes will commence immediately and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

This position must be posted for 10 working days in-house per Article 31 of the SEIU Contract. Current SEIU union member applications must be received by close of business on November 8, 2018.

*The Town of Uxbridge is Equal Opportunity Employer*

**JOB TITLE:** Assistant Town Accountant  
**DEPARTMENT:** Office of the Town Accountant  
**APPOINTED BY:** Town Manager  
**REPORTS TO:** Town Accountant

Date: October 2018  
Revised: August 2017

### **SUMMARY**

Responsible for performing day-to-day accounting functions, including the operation, coordination, direction and analysis of the Town's Accounts Payable Activity.

### **ESSENTIAL FUNCTIONS**

#### *Assistant Town Accountant*

Must manage multiple tasks and complete work in an appropriate amount of time under the general supervision of the Town Accountant. Work is performed in office during business hours. Attendance at occasional evening meetings is required. Duties will be discharged in accordance with the Town of Uxbridge Charter, bylaws, policies, procedures, Massachusetts General Laws, and the SEIU local contract.

Assists with or performs the following tasks as assigned:

Coordinate and facilitate interdepartmental purchasing and manage the procurement process in accordance with the guidelines set forth by the Office of the Inspector General for purchases under MGL Ch. 30B and the Office of the Attorney General for purchases under MGL Ch. 149, and Ch. 30 Section 39M, and any other statute that covers the purchasing of goods and services on behalf of local government.

Review and audit purchase order requests for compliance with statutory and best practice guidelines and contract consistency.

Monitor expenditures of Town and School funds by examining and approving vouchers, department bills and payrolls. Investigate and report questionable or suspect expenditure requirements. Draw warrants on the treasurer for approval by the Town Manager.

Conduct internal audits, as needed.

Compile submit, and present quarterly and year-end financial statements to Town Manager and Town officials, as well as the Department of Revenue. Reports include statements of revenue ("Schedule A"), statement of public debt, and balance sheet.

Maintain custody of Town contracts, insurance records and grants. Maintain records and prepare reports of all town receipts including investments, enterprise funds, grants, bonds, and debt service, etc.

Compile and maintain accounting of fixed assets and inventory. Manage the Town accounting systems; establish guidelines for data-entry and report generation; research and recommend purchases including software to approve accounting efficiency, reporting and accuracy.

Collect and analyze historical purchasing data to establish trends in the acquisition of goods and services for all municipal departments.

Consult with Town Manager, Selectmen, Agencies and Department Heads regarding accounting and financial management matters. Provide training support on the interpretation of financial reports and the preparation of budgets.

Performs other position-related duties, as assigned.

## **QUALIFICATIONS**

### **Minimum Training and Experience**

High school diploma, with college degree highly preferred and/or two years related experience or any combination of education and experience.

Must obtain required state certifications/designations in procurement and municipal accounting, and attend other professional development courses, as directed by the Department Head.

### **Minimum Knowledge, Ability and Skill**

Must have thorough knowledge of office practices and procedures, with a working knowledge of departmental operations. Organizational skills and attention to detail essential. Ability to perform and prioritize multiple tasks and ongoing projects simultaneously needed. Ability to deal effectively with interruptions, often under considerable time pressure and with high-level of accuracy. Must have the ability to work and communicate effectively with the general public, state, local and federal agencies, both orally and in writing. Ability to interact effectively, tactfully, and with considerable discretion to communicate complex issues clearly and effectively. Excellent customer service skills.

### **Computer Knowledge:**

Familiarity and comfort with various computer programs, including intermediate to advance skills with Excel and website type program maintenance. Must have excellent knowledge of accounting principles and practices. Ability to prepare routine to complex documents and reports utilizing computerized office applications including database management programs. VADAR integrated Accounting knowledge and desktop skill highly preferred.

### **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.

Regularly required to walk, stand, sit, talk, and hear, operate objects, tools, or controls, pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 30 pounds. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.