

TOWN OF UXBRIDGE  
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**Town Accountant**  
*Town of Uxbridge*

The Town of Uxbridge (pop. 13,009, budget \$43 million) is seeking qualified applicants for the position of Town Accountant-Budget Director. Responsibilities include maintaining town financial records, account reconciliation, monthly closing, performing journal entries, financial reporting, ensuring compliance with applicable laws, and overseeing the annual budget process. Qualifications: Bachelor's degree in accounting, finance or related field; five or more years of progressively responsible experience in accounting or financial management; or an equivalent combination of education and experience. Complete job description available at [www.uxbridge-ma.gov](http://www.uxbridge-ma.gov). Salary DOQ. Submit letter of interest with resume and three professional references to Human Resources, 21 South Main Street, Uxbridge, MA, 01569. Email: [HR@uxbridge-ma.gov](mailto:HR@uxbridge-ma.gov). Applications will be accepted until the position is filled. AA/ EOE.

## **TOWN ACCOUNTANT-BUDGET DIRECTOR**

### **SUMMARY**

The purpose of this position is to perform administrative, supervisory, professional and technical work in monitoring, directing, and auditing the Town's accounting and budgeting systems; all other related work as required. The Town Accountant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

**Supervision Scope:** 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 laws and to professional standards. Employee works independently within established policies and procedures.

**Supervision Received:** Works under the policy direction of the Town Manager 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. Assumes responsibility for developing and achieving the department goals and objectives. Questions are referred to supervisor only when clarification of operating policies and procedures is needed. The position is subject to review and evaluation according to the Town's personnel plan.

**Supervision Given:** Supervises all departmental employees, developing job direction, assigning tasks and instructions, and evaluating personnel performance (formally or informally, depending upon applicable personnel policy).

### **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.)

Maintain integrity of financial data, to include implementing the Town's accounting system and procedures, review of financial reports for inconsistencies, reconciliation of cash and accounts receivable balances, monitoring of departmental budgets and other accounts of record, review of financial transactions to ensure that no claim or payable against the Town is fraudulent, unlawful, or excessive as prescribed by Massachusetts General Laws and maintenance of central files for contracts.

Coordinates the preparation of the Town budget as a member of the Town's financial management team and by participating in Finance Committee meetings, preparing revenue and expenditure projections, providing reports and analyses to aid in decision making, exploring additional funding sources and providing technical assistance to department heads as needed.

Participates in the budgeting process by preparing annual departmental budget as well as departmental goals, objectives and tasks; assists Town Manager with the creation of a town-wide balanced budget. Assists department heads with budget preparation when required.

**Coordinate borrowing needs with Town's financial advisors and Collector/Treasurer including determining amounts to borrow, timing of borrowing and participation in rating agency calls.**

**Prepare year-end balance sheet for free cash certification.**

**Prepare financial reports and analyses including monthly revenue and expense reports, reports on debt service, analysis of insurance accounts and other reports as needed.**

**Prepare and submit annual reports as required by MA Department of Revenue (Schedule A, sections of Tax Recapitulation Report, Snow & Ice, and CPA reports).**

**Work in conjunction with Town Manager's Office in preparing and drafting annual and special town meeting warrants with respect to financial articles to include drafting articles and motions, determining funding sources and preparing a town meeting "Finance Plan" which summarizes all articles by number and lists the funding sources to be used.**

**Address the Town's capital needs including scheduling meetings, coordinating with department heads and compiling a master list of all requests.**

**Coordinate Town's financial audit and OPEB actuarial valuation.**

**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.**

**Provides technical assistance and makes recommendations to individual departments as needed regarding a variety of accounting and internal control issues.**

**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 funds are reconciled on a monthly basis with the department authorized to expend said funds.**

**Prepares cash reconciliations with the Town Treasurer on a monthly basis.**

**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 "Schedule A", detailing all Town financial activity for the fiscal year annually to the Department of Revenue.**

**Submits monthly reports to the Town Manager detailing all financial activity; prepares monthly operating statements reporting current and annual expenditures under authorized appropriations; reviews the expenditure of Town funds by examining all vouchers and payrolls; prepares and certifies warrants for payment by the Town Treasurer.**

Reviews contracts before award to assure conformance Town Meeting approval; certifies as to availability of funds.

Maintains central files for insurance certificates and contracts.

Participates as a member of various committees to include the Executive Loss Control Committee which prepare the capital plan.

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, Training and Experience:**

Bachelor's degree in accounting, finance, or related field; five years of progressively responsible experience in accounting or financial management; experience in municipal accounting preferred; or any equivalent combination of education and experience.

**Special Requirements:**

Possession of a Massachusetts Governmental Accounting Certificate required within two years of appointment. Massachusetts Public Purchasing Official Certification strongly desired.

**Knowledge, Ability and Skill:**

**Knowledge:** Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Knowledge of the Massachusetts Education Reform Act and its financial implications to municipalities. Proficiency in 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 effective and harmonious working relationships with Town officials and departments, and governmental representatives. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

**Skill:** Aptitude for numbers and details. 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. Excellent organizational skills.

**Job Environment:**

Work is performed in a moderately noisy office environment. Employee may be required to attend evening meetings.

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

Makes frequent contact with other department heads and Town employees, vendors, committee members, and the general public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-level and Town-wide confidential information; the application of appropriate judgment, discretion and professional office protocols is required.

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

**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 regularly required to sit and talk and listen; required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves. Employee must have the ability to use a keyboard at an efficient speed. The work requires lifting print and other materials, office equipment and supplies weighing up to 10 pounds and being able to carry a reasonable quantity of materials from places where they are stored to places where they may be used. Intermittent reaching, crouching, and similar activities. Vision and hearing at or correctable to normal ranges.

(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.)