



TOWN OF UXBRIDGE
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8600 Fax 631-237-5422

NOTICE

POSTED: July 9, 2019

NOTICE: 1 Full-Time Job Opening
Hours: 30 - 37.5 hours per week

CLASSIFICATION: Assistant Town Accountant

GRADE: D

DIVISION: Accounting

REQUIREMENTS: Per Attached Job Description

WAGE: \$22.32 hourly

AVAILABLE: July 29, 2019

APPOINTING AUTHORITY: Town Manager

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All interested, qualified candidates should submit a Town of Uxbridge application, letter of interest, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to 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, DPW, Council on Aging, Police Station

Union positions must be posted for 10 business days in-house per Article 31 of the SEIU Contract.

The Town of Uxbridge is an Equal Opportunity Employer

Position Title:	Assistant Town Accountant	Grade Level:	D
Department	Accounting	Date: 5/16/2019	
Reports to:	Town Accountant	Appointing Authority	Town Manager

Statement of Duties: The Assistant Town Accountant is responsible for the provision of administrative, technical work in support of the operation of the department. The Assistant Accountant may, in the absence of the Accountant, perform the Accountant's duties, including departmental oversight, and have the powers and be subject to the requirements and penalties applicable to the Accountant in accordance with the laws of the Commonwealth of Massachusetts, the Town Charter and by-laws. The employee is required to perform all similar or related duties and participate in cross training with other positions within departments under SEIU.

Supervision Required: Under the general direction of the Town Accountant, the employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: The employee, as a regular and continuing part of the job, may supervise the Accounts Payable Clerk as directed by Town Accountant.

Confidentiality: In accordance with the State Public Records Law, the employee has regular access to sensitive information obtained during performance of regular position responsibilities such as official personnel files or department records.

Accountability: Consequences of errors, missed deadlines or poor judgment could result in adverse public relations, monetary loss, jeopardize programs or legal repercussions.

Judgment: Work requires the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions.

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.

Work Environment: The work environment involves everyday discomforts typical of a municipal office subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: The majority of interaction is with co-workers and requires ordinary courtesy and tact. Employee interacts with co-workers to give and receive information regarding work. Contact with the public takes place on an occasional basis.

Occupational Risk: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in a municipal office setting.

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.

Responsible for the performance of a range of accounting duties including but limited to the maintenance of town budget accounts including general and subsidiary ledgers, cash receipts, receivables reconciliation, prepares weekly bill warrants, enter abatements and commitments monthly, fixed asset recording, post journals in a timely manner, reviews contracts, accounts receivable and warrant approvals, vendor account maintenance, journal entry review and approvals, grant management and maintenance of the chart of accounts.

Performs duties of the Accountant in his/her temporary absence.

Monitors revenues to ensure that fund balances and expenses are adequate so that accounts are not overdrawn and prepares appropriate reports as directed by the Town Accountant on an as needed basis.

Researches accounts and provides information to the Town Accountant. Works with the Treasurer/Collector's office to reconcile receipts on a monthly basis.

Audits employee payroll and runs quarterly reports to ensure fiscal compliance under standard accounting principles and works with the Treasurer's office to resolve any discrepancies.

Prepares monthly account reconciliations as directed by the Town Accountant with year end closing and preparation of year end financial statements.

Periodically, as directed by the Town Accountant performs departmental management audits and costing of departmental services.

Serves as resource to all town departments regarding the application of established accounting procedures and provides support as requested. Requests and processes W-9 forms from new vendors and sending out 1099 as required.

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.

Attends training seminars and/or workshops to maintain knowledge of changes in local, state and federal rules and regulations pertaining to the operation of the department.

Recommended Minimum Qualifications:

Education and Experience: Associate's degree or a journeyman's level of trade knowledge in accounting, finance or a related field; three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: As a condition of employment, the employee must pass a CORI certification.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of municipal accounting and auditing principles, practices and procedures; thorough knowledge of generally accepted accounting principles, promulgations of the Governmental Accounting Standards Board (GASB), applicable Massachusetts General Laws, regarding finance, insurance and procurement; knowledge of municipal budgetary functions; knowledge of financial accounting software; thorough knowledge of the organization and operation of town departments.

Abilities: Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to manage multiple tasks in a detailed and timely manner.

Skill: Excellent organizational skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications.

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: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to lift, push or pull objects such as books, office equipment and computer paper.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination to operate for example a personal computer or to file or sort papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical

purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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, subject to the requirements of G.L. c. 150E.