

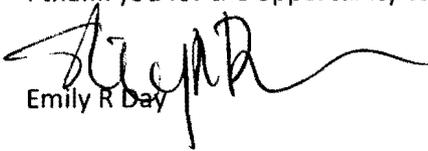
December 10, 2012

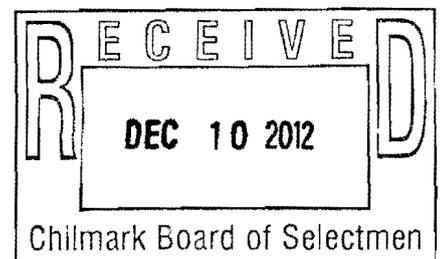
To: Jonathan Mayhew, Chair  
Warren Doty, Selectman  
Bill Rossi, Chair

Cc: Tim Carroll, Executive Secretary

I am resigning as Town Accountant. My last day in the office will be Friday, January 4, 2013.

I thank you for the opportunity to serve the Town and I wish you all well in the future.

  
Emily R Day





TOWN OF CHILMARK  
CHILMARK, MASSACHUSETTS

**TOWN OFFICES:**  
Beetbung Corner  
Post Office Box 119  
Chilmark, MA 02535  
508-645-2100  
508-645-2110 Fax

www.chilmarkma.gov

TO: Applicants

FR: Tim Carroll, Executive Secretary

DT: December 11<sup>th</sup> 2012

RE: Town Accountant position vacancy

Thank you for your interest in joining the team the Chilmark Town Hall. We are seeking an energetic, organized and upbeat person to serve as our next Town Accountant. This position maintains the permanent records of expenditures and receipts of all town monies while working with all town departments, regional agencies and the Commonwealth. You will be replacing a well liked and respected employee of 3 years.

Please find attached a copy of the vacancy notice, Town Accountant Position Description, and Town Org Chart. I suggest that you review these documents and then review the 2011 Town Report and FY2013 Budget. You will be asked interview questions based on these sources.

Below are links to other town and state resources that may help you better understand the duties and responsibilities of this position.

<http://www.mass.gov/dor/docs/dls/publ/misc/umas.pdf> **A Manual for the Uniform Massachusetts Accounting System.**

<http://www.mass.gov/dor/docs/dls/publ/misc/town.pdf> **A Guide to Financial Management for Town Officials**

<http://www.mass.gov/dor/docs/dls/publ/noff/noffmanual.pdf> **New Officials Finance Forum Handbook**

<http://www.mass.gov/dor/docs/dls/publ/misc/dlsmfgl.pdf> **Municipal Finance Glossary**

<http://www.mass.gov/dor/local-officials/municipal-data-and-financial-management/data-bank-reports/at-a-glance-community-reports.html#C> **At A Glance Report for Chilmark**

<http://www.mmaaa.com/> MASSACHUSETTS MUNICIPAL AUDITORS' AND ACCOUNTANTS' ASSOCIATION, INC

<http://www.mgfoa.org/> Massachusetts Government Finance Officers Association

<http://www.chilmarkma.gov/Pages/index> Check out the "**Budget Process**"

Thank you again for taking the first step towards applying for the Town Accountant position. Please feel free to ask us any questions.



www.chilmarkma.gov

## TOWN OF CHILMARK CHILMARK, MASSACHUSETTS

**TOWN OFFICES:**  
Beetlebung Corner  
Post Office Box 119  
Chilmark, MA 02535  
508-645-2100  
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# Position Vacancy Notice

POSTING DATE: 11 December 2012

START DATE: 01 February 2013

TITLE: **Town Accountant**

INITIAL RATE OF PAY: **SALARIED EXEMPT \$ 52,695 - 54,535**  
**GRADE 9:** Step 1 \$26.92/hr. Step 2 \$27.86/hr..

FULL-TIME/SEASONAL: **Approximately 1,957.5 hours a year**  
37 ½ Hours a week.

BENEFITS: 75% Health & Life Insurance, Optional Dental & Deferred Comp  
Sick, Personal & Vacation time, EAP

SUMMARY OF DUTIES: Maintain permanent records of expenditures and receipts of all town monies and all duties as prescribed in Chapter 41, Sections 55-61 of the Mass. General Laws, and as may be requested by the Board of Selectmen.

### REQUIREMENTS:

- *Serve the public courteously and responsively*
- *High School diploma.*
- *Must obtain Town Accountant certification within three years of employment. Travel required.*
- *Extensive knowledge of the Massachusetts Uniform Municipal Accounting System (UMAS), Generally Accepted Accounting Principles (GAAP), Massachusetts and Federal laws, rules, and regulations governing the receipt and expenditure of municipal funds.*
- *The ability to analyze and interpret financial information in technical and simple terms.*
- *Knowledge of computer applications and spreadsheets and have skill in the operation of computer office software to prepare various financial reports.*
- *The ability to complete work in a timely and accurate manner in accordance with prescribed procedures*
- *Excellent communication and interpersonal skills.*
- *Pre-employment physical examination*

APPLICATION: Contact the Selectmen's Office for an application and position description.  
[tcarroll@chilmarkma.gov](mailto:tcarroll@chilmarkma.gov) 508-645-2101.  
Questions about the job should be directed to the Executive Secretary Tim Carroll.

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **4:30 PM on Thursday January 10<sup>th</sup> 2013.**

INTERVIEWS: Preliminary Interviews with committee the week of January 14<sup>th</sup> 2013.  
Finalists Interviewed at Selectmen's Public Meeting on Cable TV.

**HELP WANTED  
TOWN ACCOUNTANT**

Chilmark is seeking an energetic, organized, and upbeat member of our community to serve as the next Town Accountant. Salaried exempt position, approximately 1,957.5 office hours/year (37 ½ hours/week) Min. Salary \$52,695 + 75% Health & Life insurance.

Please contact the Selectmen's Office to request an application packet. Deadline to submit a cover letter, resume and application is January 10, 2013 at 4:30 PM.  
[tcarroll@chilmarkma.gov](mailto:tcarroll@chilmarkma.gov)

Town of Chilmark  
Accounting Office  
Office Procedures

Contents:

Contained in this book is the Personnel Boards Job Description for the Town Accountant, The Department of Revenues summary of duties for the Town Accountant and a copy of the various Mass General laws pertaining to the Town Accountants powers and duties. The follows the weekly, monthly, quarterly and yearly office duties and procedures that are the minimum the Accounting office must perform. Each Duty has the procedure spelled out, with the instruction on how to create the Vadar (the current Financial Software) reports needed to perform the task or the Vadar instructions on how to input data. In cases where there are Excel or Word documents that need to be filled out. I've listed the name of the respective documents and what folders they can be found in. I've also attached examples of these documents..

Town Accountants Position

- 1) Personnel Boards Job Description
- 2) Dept of Revenues Summary of Duties
- 3) Mass General Laws pertaining to the Powers & Duties of the Town Accountant

Weekly Procedures:

- 1) Payroll Process
- 2) Payables and refund Processing

Monthly Procedures:

- 1) Budget Tie Out to Expenditure Ledger
- 2) Cash Reconciliations
- 3) Deferred revenue and Receivables Tie Out
- 4) General Ledger Balance Sheet Tie Out
- 5) Month End Expense Reports for Department Heads
- 6) Monthly reports for the Board of Selectmen
- 7) Posting of cash Receipts
- 8) Revenue and Expense Control Account Tie Outs to the Subsidiary Ledgers

Quarterly Procedures

- 1) Tax Receivable Tie Out to the Tax Collector's Balances

Yearly Procedures:

- 1) Year End Checklist
- 2) Town Meeting Worksheets
- 3) Tax Recap and misc corresponding forms
- 4) Budget Book Creation