

I. POSITION TITLE: **Accountant**

II. SUPERVISOR: Executive Secretary

III. GENERAL DESCRIPTION OF DUTIES: Functions independently, referring specific issues to State Department of Revenue and Audit Compliance where clarification or interpretation of town and State policy or procedures is required in carrying out duties defined by MA General Law. Performs functions of a complex and technical nature requiring 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; is responsible for departmental results.

IV. DUTIES AND RESPONSIBILITIES: The Accountant shall:

- A. Maintain permanent records of expenditures and receipts of all town monies and all duties as prescribed in Chapter 41, Sections 55-61 of the Massachusetts General Laws, and as requested by the Board of Selectmen in order to complete required state filings with the Massachusetts Department of Revenue.
- B. Examine all bills, drafts, orders and payrolls, and if correct, draw a warrant upon the treasury for their payment. The Accountant may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive. In such a case, the Accountant shall file in writing the reasons for such refusal with the Treasurer and the Board of Selectmen.
- C. Immediately notify the Board of Selectmen, board, committee, commission, head of department or officer authorized to make expenditures when an appropriation has been expended or in his/her judgment the liabilities incurred against any appropriation may be in excess of the unexpended balance thereof.
- D. Maintain custody of all contracts of the town; keep a register of the sureties on all bonds of indemnity given to the town; keep a detailed record of the town debt, showing the purpose for which it was incurred, when incurred, when due, the rate of interest and the provisions made for the payment of the debt when approved by town vote.
- E.
- F. Send to the Board of Selectmen and to each board, committee, commission, head of department or officer having the disbursement of an appropriation a monthly statement of the amount of orders approved and warrants drawn of behalf of said board, department or officer during the preceding month, and a statement of the balance of such appropriation remaining subject to draft.
- G. Prepare an annual report incorporating the list of unpaid bills, as provided by Section 61 of Chapter 41.
- H. Play the lead role in on preparation of the town's annual operating budget, collecting input from all town departments to prepare the budget for the Annual Town Meeting working closely with the Executive Secretary and the Finance Committee.
- I. Attend Finance Committee meetings.
- J. Utilize voted annual town budget to file annual Tax Recap with Department of Revenue in a timely and accurate fashion to establish the annual tax rate for the town.
- K. Prepare an annual report giving a statement of all receipts and expenditures of the town for the past fiscal year, including those funds managed by trustees or commissioners for the town and showing the amount of each specific appropriation, the expenditures there from, and the purpose for which money

has been spent. Such report shall contain a statement of any change in the amount of town debt during the year and a list of indebtedness incurred and unpaid at the end of the fiscal year.

- L. Input payroll into the financial software according to the existing payroll schedule.
- M. Complete the year end checklist and submit the State Report as quickly as possible in order to have free cash certified and files the state-required Schedule A filing by October 31.
- N. Serve as the lead contact with the town's audit firm. The accountant coordinates preliminary field work and year end audit review with the audit firm. This includes, but is not limited to, scheduling on-site audit work, making sure all financial information requested by the firm is completed and available during its visit and making sure audit information requested from other town departments is also available.
- O. Work with the Community Preservation Committee to make sure all State reporting is completed accurately and on time per the specifics of the Community Preservation Act.
- P. Manage the finance functions on behalf of the Town and for the Tri-Town Ambulance (TTA) Service. This includes preparation of monthly reconciliations and periodic reporting to the TTA Committee on Operating Budget, Ambulance Reserve Funds and determination of the Annual Assessment to each of the three participating towns.
- Q. Provide fiscal review of the Community Housing management by the Dukes County Housing Authority.
- R. Generate additional reports to the Board of Selectmen on a monthly basis. The reports include but are not limited to monthly expenditures by department, monthly revenues by department, a listing of open Town Meeting Articles, worksheets on capital projects detailing expenses and revenues and a listing of other funds available for appropriation.
- S. Other related duties as assigned by the Supervisor.

The Accountant shall also educate self in Massachusetts General Laws and other sources as they pertain to the Board of Selectmen's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board of Selectmen and as required by Massachusetts General Laws.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

- V. SUPERVISORY RESPONSIBILITIES Assistant to the Town Accountant: Assistant works on collection of bills from various departments, coding and data input for preparation of the weekly expense warrant.
- VI. SPECIFIC DUTIES see MGL Chapter 41, Sections 55-61
- VII. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
  - A. Extensive knowledge of 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.
  - B. Considerable knowledge of proper financial and accounting practices and fund accounting.

- C. Knowledge of computer applications and spreadsheets and skill in the operation of computer office software to prepare various financial reports.
- D. The ability to troubleshoot and problem-solve financial issues.
- E. The ability to prepare and manage budgets.
- F. The ability to analyze and interpret financial information.
- G. Skill in meeting and dealing effectively with other departments, other governmental agencies, and the general public.
- H. The ability to establish and maintain effective working relationships with other town employees.
- I. The ability to complete work in a timely and accurate manner in accordance with prescribed procedures.
- J. The ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to the position's responsibilities.
- K. Bachelor's degree in Accounting or Business Administration or demonstrated equivalent professional experience. Certified Public Accountant designation desirable.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

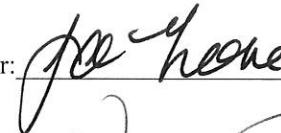
Grade 11, 37.5 Hours per week

Exempt

Recommended By:

Human Resources Board: Date: 10/5/2017

Chair:



Approved By:

Board of Selectmen: Date: 12-5-2017

Chair:



