

## Town of West Tisbury, MA

**POSITION:** Town Accountant/Finance Director

**DEPARTMENT:** Administration

**Position Purpose:**

The purpose of this position is to perform professional, administrative, and technical work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all town departments, excluding schools and preparing statements of financial condition; performs all other related work as required.

**Supervision:**

*Supervision Scope:*

Performs highly responsible functions of a complex and technical nature requiring professional judgment and initiative in the planning, administration and execution of the department's services, in the interpretation of applicable laws, regulations and procedures. Performs a variety of responsible functions within the guidelines established by statute and professional standards.

*Supervision Received:* Work is performed under the general direction of the Board of Selectmen and in accordance with applicable Massachusetts General Laws Chapter 41 Sections 50 through 61, the UMAS method of accounting, town policies, town bylaws and relevant state, federal, and local regulations and standards with considerable latitude for independent judgment and action. Refers specific problems to the Massachusetts Department of Revenue and Audit Compliance where clarification or interpretation, or exception to municipal policy may be required.

*Supervision Given:* None, however, directs work of departments during budget cycle.

**Job Environment:**

Work is performed under typical office conditions; work environment is moderately quiet.

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

Makes frequent contact with town and regional departments, committees, vendors, banks, the Department of Revenue and outside auditors. Methods of communication are in person, by telephone, email, and via standard reports. Has infrequent contact with the general public.

Has access to a wide variety of department-related and town-wide confidential information such as bid proposals, legal issues, payroll records and financial records of the town.

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

**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.)*

Maintains and reconciles automated general ledger for all town funds to ensure proper tracking of all receipts and expenditures and to provide reports to applicable departments and stakeholders and recommend actions or remedies when appropriate.

Review all payroll and expenditure requests for entry into accounting software and inclusion on bi-weekly Warrants for Board of Selectmen approval and disbursement by the Town Treasurer/Collector; including actual data entry of accounts payable.

Serves as primary person for the development, compilation and presentation to the Financial Management Team, Board of Selectmen and Finance Committee of the annual budget requests from all departments and the preparation and presentation of the budget at town meeting. Assists all departments with the presentation of the budget at town meeting.

Serves as primary contact and provides materials and schedules for independent auditors during annual audit to make sure that the Town is in compliance with all State accounting laws and implement any appropriate recommendations; also provide to auditors the require "Management's Discussion and Analysis" for the audit report.

Meets all reporting requirements of the Massachusetts Department of Revenue, including:

- 1) Required sections of the Tax Recapitulation for setting annual tax rate
  - 2) Balance Sheet reports for annual certification of free cash
  - 3) Schedule A
  - 4) Annual Reports for Snow and Ice expenditures, CPA, Debt Service, and Cash Reconciliation
- Maintains custody of all contracts; a register of the sureties on all bonds of indemnity given to the town; and a detailed record of the town debt.

Reviews and reconciles all receipts and bank accounts with the Tax Collector and Town Treasurer on monthly basis.

Attends and provides advice and report to all Finance Committee meetings (including budget meetings) as directed by the Board of Selectmen.

Serves as a member of the Financial Management Team and member of the Capital Improvements Planning Committee.

Serves as primary town resource for the development and compilation of the annual budget requests from all departments and the preparation and presentation of the budget at town meeting. Assists all departments with the presentation of the budget at town meeting.

Provides required annual report of the Town Accountant for publication in the Town's Annual Report.

Provides advice and develops policy for Board of Selectmen and other town departments, committees, and staff as needed.

Attends various trainings including the annual MMAAA education conference, and internet research to stay current on state finance laws and accounting practices (e.g. GASB).

Performs miscellaneous requests of the Board of Selectmen, Town Administrator, Town departments, outside vendors, Finance Committee.

Organize and file all records related to Town Accountant functions.

Reconciles all reimbursable grants.

Participates or attends to provide information to various town committees and boards, including Capital Improvement Planning Committee (member), Selectmen, Personnel, Chilmark and Aquinnah Finance Committee.

Works on special projects. 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 business administration or related field; and five years of progressively responsible related experience in professional, municipal accounting; some experience with the UMAS Uniform Massachusetts Accounting System; or any equivalent combination of education and experience. Familiarity with Generally Accepted Accounting Principles (GAAP), Generally Accepted Government Auditing Standards (GAGAS) and Governmental Accounting Standards Board (GASB). Master's Degree in business, public administration or accounting is helpful.

**Special Requirements:**

Attendance at Annual Accountants Education Program  
Certified Governmental Accountant (CGA)

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of modern municipal fund accounting theory, principles and practices, and of applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, and bookkeeping and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and financial management. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

*Ability:* Demonstrated ability to understand or quickly learn state laws applicable to municipal finance and the reporting requirements of the Massachusetts Department of Revenue. Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to maintain effective working relationships with town officials, departments, boards/committees, and governmental representatives. Ability to communicate effectively in written and oral form. Ability to multi-task and plan work to meet deadlines. Ability to resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records and prepare reports from such records.

*Skill:* Skill in computers and appropriate software applications including financial, database, word processing, project management and presentation software. Aptitude for numbers and details. Excellent organizational, planning, computer, and analytical skills.

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 frequently required to work at a desk; regularly convey information to employees; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

*(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.)*