

**Town of Westminster
Job Description**

Position Title:	Assistant Town Accountant	Grade Level:	2
Department	Accounting Department	Date:	02/12/2016
Reports to:	Town Accountant	FLSA Status	Non-Exempt

Statement of Duties: The employee is responsible for assisting the Town Accountant in the overall operations of the Accounting Department. Serves as department head in the event of the temporary absence of the Town Accountant. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Town Accountant, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some cases may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or procedure, regulation or guideline.

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.

Supervisory Responsibility: The employee is not responsible for the regular supervision of any Town employees.

Confidentiality: In accordance with the State Public Records law, the employee has regular access to confidential information of the department, such as department records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, delay of service or payment, legal repercussions, jeopardize programs, and adverse public relations.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside

Accounting Department
Accountant Assistant
9/8/2016

**Town of Westminster
Job Description**

organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risks to the employee.

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.

Processes weekly warrants, checking for sales tax, budget validation, mathematical accuracy, vendor and account numbers.

Works with vendors in need of payment inquiry, address changes, requests for 1099 purposes, certificates of insurance, or check validation. Maintains vendor correspondence files.

Responsible for reconciling cash accounts with Treasurer's office.

Responsible for reconciling accounts receivable with Collector's office.

Enters and posts payroll warrants and cash receipts journal entries.

Produces financial reports from the General Ledger system as requested.

Audits petty cash during the fiscal year.

Assists in proving monthly cash receipts; prepares reports for expenditures and revenues.

Checks receipts schedules from Treasurer/Collector against monthly receipts reports to ensure accuracy. Files all receipts schedules, accounts payable and payroll vouchers.

Provides requested account information to departments; assists departments on financial matters relating to their accounts.

Record and maintain all Town Purchase Orders

Assists in the preparation of mandated reports to the Town, State, and Federal Government.

Process 1099's

Maintains fixed asset tracking program, coordinating with departments to maintain accurate records.

Works with independent auditors on annual financial audit of the Town.

Accounting Department
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9/8/2016

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In the absence of the Town Accountant, is responsible for the overall operation of the Accounting Department.

Recommended Minimum Qualifications:

Education and Experience: Must have a High School diploma or equivalent, minimum of one to three (1-3) years of accounting experience; or an equivalent combination of education and experience.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Knowledge of the Uniform Municipal Accounting System (UMAS), Massachusetts General Laws, municipal financial automated account software, Microsoft Windows, Microsoft Word and Excel programs as well as the Town's payroll software.

Abilities: Ability to supervise, assign, and evaluate the work of employees. Ability to plan and prioritize work, and perform multiple tasks within a timely manner. . Ability to access the internet to obtain information in support of department operations. Ability to interpret and enforce municipal accounting principles and regulations in an impartial, consistent manner. Ability to develop and recommend operational improvements.

Skills: Perform work accurately and efficiently despite frequent interruptions, organization and communication skills, and strong attention to details.

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 Skills: 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 office equipment, books, photocopy and computer paper.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination such as operating a personal computer.

Visual Skills: The employee is routinely required to read and interpret documents and reports for understanding and analytical purposes.