

**Town of Southamptton, Massachusetts
Draft Job Description**

Position Title:	Assistant Town Accountant	Grade Level:	
Department	Accounting	Date:	
Reports to:	Town Accountant	FLSA Status	

Statement of Duties: The Assistant to the Town Accountant is responsible for the provision of administrative, technical and supervisory work in support of the Town Accountant to manage the day-to-day financial operations of the Town of Southamptton. The employee is required to perform all similar or related duties.

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 also performs non-supervisory work that is of the same kind and level as is done by the employee(s) being supervised. The employee is not responsible for taking any disciplinary action. Work operations are subject to frequent, abrupt, and unexpected changes in deadlines, volume of work, sudden emergencies, and goals due to uncontrollable or unpredictable circumstances, e.g., May have long-term, adverse impacts on the operation of the department. Employees work at the same location and the same work shift, a few may be dispersed to other locations.

Confidentiality: The employee has regular access to confidential information obtained during performance of regular position responsibilities in accordance with the State Public Records Law 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

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distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: The employee interacts with co-workers, the public, and external contacts such as vendors, or contractors to explain or interpret procedures or guidelines, plan or coordinate work, or resolve problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with disgruntled or uncooperative persons. The employee may furnish the public or news media with routine information such as meeting agendas or departmental operating procedures.

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, fixed asset recording, contract entry, accounts receivable and warrant approvals, vendor account maintenance, journal entry review and approvals, grant management and maintenance of the chart of accounts.

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

Researches accounts and corrects accounting entries as necessary.

Prepares monthly account reconciliations as directed by the Town Accountant with year end closing and preparation of year end financial statements; works closely with the independent outside Certified Public Accountants in the examination and preparation of the Town's annual financial audit including the testing of invoices and fixed asset reporting.

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..

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.

Required to oversee the operation of the department in the event of the temporary absence of the Town Accountant.

Recommended Minimum Qualifications:

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Education and Experience: Associate's degree 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, 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, promulgation's 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.

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

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employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.