

TOWN ACCOUNTANT- FINANCE MANAGER

Position Purpose:

The purpose of this position is to provide the management of the town's financial functions; performs technical accounting, financial and computerized functions in maintaining the fiscal records and systems of the town; administers all internal and external financial reporting requirements; and interprets and administers federal, state, and local laws, regulations, and policies relevant to municipal financial management; performs all other related work as required.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring a high level of initiative and independent judgment in the planning, administration and execution of the department's programs and services, and in the direction of personnel; incumbent exercises control in the development of departmental policies, goals, objectives and budgets.

Supervision Received: Works under the administrative direction of the Town Administrator and Board of Selectmen and in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards with considerable latitude for independent judgment and action.

Supervision Given: Directly supervises department employees. Participates in hiring of staff, provides direction, prepares employee performance evaluations and counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed under typical office conditions; work environment has a moderate noise level. Required to work beyond normal business hours to attend board/committee meetings.

Operates computer, telephone, and other standard office equipment.

Makes frequent contacts with town departments, consultants, auditors, government agencies, investment advisors and bond and labor counsel. Contact is in person, in writing and by telephone and email.

Has access to a wide variety of department-related and town-wide confidential information such as bid proposals, collective bargaining negotiation, legal issues, personnel 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.

Town Accountant-Finance Manager

FLSA- Exempt

Adopted by Ayer Personnel Board - August 2015

Page 1 of 4

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.)

Manages, coordinates, plans, organizes and oversees all financial services and activities of the Town government (excluding those under the jurisdiction of the school committee) and oversees the daily operations of the Accounting Department.

Serves as the Town Accountant and complies with all statutory and Bylaw requirements of the position.

Audit and exercise budgetary control over payment of bills, invoices, and payrolls for all Town departments, including capital projects. Advise Town departments, Town Administrator, Board of Selectmen and Finance Committee of appropriations that appear to be inadequate. Recommend various funding options available.

Work with Department of Revenue and Department of Education as well as other outside agencies to resolve various financial issues on behalf of the Town.

Coordinate accounting procedures training for the staff of other financial departments (Treasurer, Assessor and Collector) as well as certain staff of non-financial departments.

Manages annual financial internal and external town audits, including financial statement, federal grant compliance, workers' compensation and unemployment audits.

Strategizes with the Town Administrator and Board of Selectmen to review and develop plans, policies and objectives. Recommends organizational, procedural and financial strategies and changes. Prepares financial reports, analysis and documents and presents to the Board of Selectmen.

Serves as technical and professional financial advisor and provide support to administrative staff and committees including the Town Administrator, Board of Selectmen, Finance Committee, Capital Planning Committee and Water and Sewer Rate Committee, Energy Committee, Leadership Committee, and Insurance Advisory Committee. Meet and confer with groups and organizations concerning municipal finance issues and services.

Provides support and guidance to the Town Administrator in union bargaining, benefits administration, procurement compliance, policy matters, legislative matters, legal issues, personnel matters and day-to-day operational matters.

Town Accountant-Finance Manager

FLSA- Exempt

Adopted by Ayer Personnel Board - August 2015

Page 2 of 4

Assists the Town Administrator by providing fiduciary guidance in developing and balancing and presenting the annual town-wide budget, in addition to managing the adopted budget. Prepare budget worksheets for distribution to departments. Review budget requests and assist in comparison against prior years' actual expenses.

Develops and maintains comprehensive long-range financial forecast tool, creating meaningful context for strategic budgetary policy decisions. Prepare revenue forecasts and other reports to assist the Finance Committee with budget review and recommendations.

Work with water and sewer rate consultant to review billable consumption. Develop short-range and long-range financial forecasts in order to recommend rates to the Water and Sewer Rate Committee.

Calculates the indirect costs for all Town enterprise funds including but not limited to Ambulance, Water, Sewer, and Solid Waste funds. Develop all enterprise fund budgets with input from the respective managers.

Develop borrowing strategies and policies in coordination with outside bond counsel. Update financial information for bond prospectus. Participate in conferences with bond rating agency.

Monitors revenues, expenditures and budgetary status of all town departments and funds. Provides reporting, support and guidance for all departments on budgetary, accounting and regulatory compliance matters as needed.

Develops, recommends and administers the Department's operating and capital budgets as well as manage the procurement process for all related contracts.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in finance, accounting or related field; five years of progressively responsible related experience in professional, municipal accounting including supervisory experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of modern municipal accounting and of applicable provisions of the Massachusetts General Laws. Knowledge of the Uniform Municipal Accounting System (UMAS); familiarity with computer applications for accounting and financial management. Advanced knowledge of the principles, methods, standards and practices of accounting (GAAP) and experience in automated accounting systems.

Town Accountant-Finance Manager

FLSA- Exempt

Adopted by Ayer Personnel Board - August 2015

Page 3 of 4

Ability: 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, governmental representatives, and the public. Ability to communicate effectively in written and oral form. Ability to multi-task and plan work to meet deadlines. Ability to work independently and exercise judgment.

Skill: Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning, management 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.

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may lift and/or move objects weighing up to 30 pounds such as books, equipment, supplies, etc. Vision and hearing at or correctable to normal ranges.

(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.)