

## TOWN OF CANTON

**TITLE:** Accountant

**CLASS:** Exempt

**DEPARTMENT:** Finance

**DATE:** October 20, 2009

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### POSITION DESCRIPTION

Works under the general direction of the Finance Officer / Treasurer: The Accountant performs responsible governmental accounting duties in maintaining accounting controls and financial records of the Town. Assists the Finance Officer / Treasurer in complex analysis of financial and budgetary matters.

### SUPERVISION RECEIVED

The Accountant works under the general guidance and supervision of the Finance Officer / Treasurer.

### ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Receives oral or written directives from the Finance Officer / Treasurer.
- Responsible for cash receipts including reconciling Town investment and cash accounts, assigning account numbers to all cash receipts, completing journal entries to record investment income, grants, debt service payments and department revenues.
- Assess daily cash requirements and recommend action to provide adequate funding for issued checks so as to maximize investment return.
- Reconciles interfund accounts on a monthly basis.
- Recommends and records all transfers between bank accounts, including governmental investment accounts to checking accounts for disbursement purposes.
- Prepare and review monthly revenue, tax collection, investment income, sewer assessment, sewer use and special revenue fund income reports for the Finance Officer / Treasurer.
- Balances and reconciles self-insurance fund and prepares monthly summary reports.
- Prepares monthly summary reports of cash balances per bank and investment accounts.
- Review and verifies that receipt deposits are recorded correctly and booked to proper fiscal year.
- Makes accrual entries for revenues at year-end for Town and Board of Education.
- Assists Finance Officer / Treasurer in gathering information and preparing financial and statistical data for comprehensive annual financial report.
- Responsible for preparation and maintenance of fixed assets schedule and related tables are required by GASB #34.
- Prepares reports for financial statements at fiscal year-end and reports required by external agencies (including State and Federal governments) as assigned: delinquent tax schedule (including reconciling to general ledger accounts); sixty day tax collection revenue; state DEP quarterly reports for land use permits and quarterly and annual Dog Fund reports; and various grants.
- Prepares and reconciles driveway and performance bond schedules and processes additions and releases with Building Official.
- Review with Board of Education business office staff personnel expense and cash reconciliations to Town general ledger.
- Reconcile Board of Education interfund account to Town account.
- Prepare special year-end journal entries to recognize Board of Education expenses and all reimbursements related to such expenses.

- Assists Finance Officer / Treasurer with surety performance bond reviews submitted by developers before initiating construction of public improvements, including verification of registration and compliance with insurance requirements.
- Completes special assignments and prepares confidential reports and analysis as directed by the Finance Officer / Treasurer.
- Participates in professional government finance organizations and related continuing education to stay current with developments in public finance and municipal accounting.

#### **ADDITIONAL JOB FUNCTIONS**

- May perform additional tasks and duties as necessary and/ or requested.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of general accounting principles and practices, governmental accounting preferred, with the ability to apply these principles to solve practical problems, perform complex mathematical computations and establish and maintain complex financial records.
- Ability to interpret a variety of instructions furnished in written, oral or schedule form.
- Experience with financial information management systems.
- Demonstrated knowledge of Microsoft Office software (including Word and Excel) and use of the internet.
- Working knowledge of governmental accounting principles and practices; internal control procedures and financial management information systems; payroll and accounts payable functions; budgetary, accounting and reporting systems; GAAFR, GAAP, and GASB.
- Ability to establish and maintain effective working relationships with employees, suppliers, service providers, financial institutions, Town officials and the general public.
- Ability to communicate effectively in a non-confrontational manner with the general public, elected and appointed officials, regulatory agencies, and other municipal staff.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to communicate effectively, both orally and in writing.
- Ability to interpret and apply regulations, codes, policies and procedures.
- Knowledge and ability to analyze problems.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form.
- Ability to acquire skills to operate office equipment.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to deal effectively with elected and appointed officials, contract providers, employees and the general public.
- Ability to act calmly and effectively in emergency situations.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- Requires full range of body motions, manual and finger dexterity and eye and hand coordination.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to lift up to 35 pounds necessary to move office files or equipment.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Exposure to video display terminals on a daily basis.
- May require additional hours beyond regularly scheduled work day on occasion to meet cyclical workload.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.
- Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- Ability to move throughout the Town Hall and other Town buildings and sites.
- Ability to get into and out of an automobile.
- Ability to see objects closely as in reading a map.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee may be exposed to wet and/ or humid conditions, or airborne particles. The employee will be required to provide his/ her own transportation.

## **REQUIRED MINIMUM QUALIFICATIONS**

- The skills and knowledge required would generally be acquired with a High School Degree and a Bachelor's Degree from an accredited college with a degree in accounting, finance or business administration or some closely related field, with at least three (3) years of increasingly responsible governmental accounting experience.

## **LICENSE OR CERTIFICATE:**

- Must possess a valid and current driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date