

**TOWN OF PROVINCETOWN
ASSISTANT TOWN ACCOUNTANT
NON- UNION – GRADE 6**

Definition:

The Assistant Town Accountant assists the Finance Director in planning, controlling and reporting the Town's financial and accounting functions including the management of detailed financial records required to monitor and maintain the municipal accounting system. Performs a variety of responsible duties of a technical and administrative nature requiring the exercise of judgment to interpret guidelines and carry out assignments independently. This position serves as a backup for other department responsibilities such as payroll and accounts payable processing.

Supervision:

Works under the general guidance of the Finance Director. The position is expected to function effectively, efficiently and sometimes independently on his/her behalf. Provides direction to permanent or part-time clerical staff and works collaboratively with the other finance functions. Works in accordance with Town policies and by-laws as well as state and federal regulations.

Essential Functions:

- Review and approve weekly accounts payable warrant(s).
- Assist Finance Director with required state reporting.
- Assist with required grant reporting and compliance.
- Monitor departments financial transactions for compliance with budgets, appropriations and policy.
- Create standard and adjusting journal entries as necessary.
- Maintain the fixed asset accounting-system.
- Assist Finance Director with gathering and preparing data for the annual audit.
- Assist with G/L account reconciliations and revolving funds.
- Support with budget processes and Y/E financial close.
- Provide back up for accounts payable and payroll processing functions in absence of Accounting Clerk or in times of high volume.
- Provide ad hoc reporting and analysis as requested. Provide interpretation of policies and regulations to other employees/departments.
- Performs similar or related work a required or as situation dictates.

Job Environment:

Office environment with contemporary office systems, tools and equipment. Contact with town departments and officials, external vendors and agencies via telephone, e-mail and hard copy correspondence. Collaboration and coordination with finance staff.

Minimum Required Qualifications:

Education Training and Experience:

Applicants for this position must have an Associates degree in accounting or related field; 3-4 years accounting experience; Proficiency with MS Excel; Municipal and MUNIS experience preferred; MMAAA Certification or commitment to obtain certification

Knowledge, Ability and Skill:

Knowledge of excellent office administrative practices and general bookkeeping practices and how to efficiently and accurately use word processing, spreadsheets, database, electronic mail, and information technology to provide for the effective records maintenance. MUNIS experience preferred.

Ability to master detailed procedural requirements within reasonable periods of time, produce accurate work and learn the existing municipal finance system.

Skill in organizing work, meeting deadlines while working under the pressures of other service demands and have computer skills. Incumbents in this position must consistently demonstrate high levels of skill in bookkeeping and records organization, adherence to required procedures, and the use of technology to manage information.

Special Requirements:

None

Physical and Mental Effort:

The work is primarily of an intellectual nature requiring close attention detail operating under the pressures of deadlines, mandatory procedural requirements and recurring computer entry work. The employee is frequently required to sit, talk and/or hear; use hands to finger, handle, or feel objects; and, reach with hands and arms. The employee is occasionally required to walk, stand; climb step stool, kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and distance vision and the ability to adjust focus. This position requires the ability to efficiently operate a keyboard and calculator. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and the employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs and requirements of the job change.)