

**JOB TITLE:** FINANCE DIRECTOR/TOWN ACCOUNTANT  
**STATUS:** EXEMPT  
**CLASSIFICATION:** CONTRACT

**Definition**

Highly professional administrative and technical work in maintaining financial records and supervising and controlling expenditures of all town funds; all other related work, as required.

**Supervision**

Works under the general supervision of the Town Administrator, with duties and responsibilities defined by the state laws, incorporating the Generally Accepted Accounting Principles and the Uniform Municipal Accounting System.

Performs highly responsible functions of a complex and technical nature requiring the significant exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; questions generally referred to superior only when clarification of operating policies and procedures are needed; assumes direct accountability for departmental results.

**Work Environment**

Work is performed under typical office conditions; work environment is quiet. Workload is subject to seasonal and unplanned fluctuations.

The employee operates standard office equipment.

The employee has regular contact with town departments and vendors; infrequent contact with the general public. Contact is by telephone, email, and in person.

The employee has access to department-related confidential information, including bid documents.

Errors could result in monetary loss, delay or loss of service, and legal repercussions.

**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.*

Develops and implements the town's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls; ensures that no claim or payable against the town is fraudulent, unlawful, or excessive as prescribed by Massachusetts General Laws.

Maintains a complete set of financial records for all town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions and subsidiary ledgers.

Attends meetings of the North Carver Water District commissioners, as necessary.

Prepares budget plan for Data Processing department. Oversees the information technology aspects of town hall including troubleshooting. Works with school department's IT staff to solve computer/network issues.

Acts as email administrator. Adds, deletes, and modifies new users as appropriate.

Works with website committee to implement, budget, and plan changes to town's web page.

Performs other similar or related duties as required, or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Bachelor's Degree in finance or related field; five years of responsible experience in accounting or financial management; experience in municipal accounting preferred; or an equivalent combination of education and experience.

### **Knowledge, Ability and Skill**

Thorough knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications for accounting and financial management.

Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Ability to establish and maintain cooperative relationships with town officials and governmental representatives. Ability to work independently and exercise judgment.

## **Physical Requirements**

Minimum physical effort is required to perform functions under typical office conditions. The employee is frequently required to sit, talk, listen and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents.

*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.*