



The Town of North Andover is accepting applications for the position of:

TOWN ACCOUNTANT
Finance Department

Full-Time with Excellent Benefits

***Anticipated starting salary range \$86,070 to \$122,909**

*Candidates' qualifications and experience and issues of internal equity will be considered.

Candidates are *required* to submit a completed Town of North Andover Employment Application along with a resume and cover letter to jobs@northandoverma.gov in order to be considered for this position. The Employment Application is available on the Town's website [here](#). Applications will be reviewed on a rolling basis.

GENERAL PURPOSE

Responsible for maintenance and accuracy of the Town's financial records including: controlling expenditures of Town's funds; ensuring that transactions conform to state law and sound municipal accounting principles and practices; supervises accounting staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversees and controls expenditures of funds, in accordance with Chapter 30B requirements; encumbers purchase orders; examines vouchers, department invoices and payroll accuracy and availability of funds prior to payment by Treasurer.
- Maintains accuracy of Town-wide assets, including compliance with GASB 34 reporting requirements.

- Produces Accounts Payable checks for Town and School; files Accounts Payables; produces reconciliation files of payroll and Accounts Payable and transfers electronically to banks.
- Maintains vendor Accounts Payable files; collects, verifies and enters W-9 forms.
- Provides advice and assistance to Town and School Department related to Accounts Payable matters.
- Reconciles Accounts Receivables with Treasurer's report on a scheduled monthly basis, including real estate, personal property, motor vehicles and utilities.
- Reviews and posts daily deposits.
- Performs journal entries and budget reallocations, as needed.
- Assists in the development and preparation of the Town Manager's annual operating and capital budgets, including the general and enterprise funds.
- Established appropriation controls in the General Ledger and balances subsidiary ledger with General Ledger. Reconciles cash balances on scheduled, monthly basis with the Treasurer and the bank.
- Generates and prepares data for a variety of special projects involving financial analysis, cost/benefit analysis, revising accounting and department reporting procedures.
- Develops and implements a reporting model to complete periodic, quarter, submission of Chapter 90 reimbursements. Oversees quarterly submissions of Chapter 90 for accuracy and completeness.
- Acts as a back-up for payroll processing.
- Prepares end of year documents for auditors, as needed.
- Provides effective and efficient customer services and promotes and maintains responsive community relations.
- Follows safe work practices.
- Performs related duties as assigned.

QUALIFICATIONS

Required Education, Training, and Experience:

Graduation from an accredited college or university with a bachelor's degree in accounting, including or supplemented by 7 - 10 years of experience in government finance, accounting, or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of:

- Modern principles of public financial management, administration budget preparation and accounting (including GAAP, GASB).
- Bond rating procedures.
- Municipal finance and budget management.
- Business administration with an emphasis in accounting and finance.
- General laws, administrative policies, rules and regulations governing municipal financial practices and procedures, including applicable federal regulations and Massachusetts Laws.

- Department policies and procedures.
The use of standard office equipment including computers and relevant software programs.

Ability to:

- Multi-task and prioritize workload.
- Deal with complex factors and ideas that are not easily evaluated.
- Maintain confidentiality.
- Participate in the development, administration and evaluation of Department goals, objectives, and procedures.
- Perceive opportunities for improvement; research and evaluate new methods and techniques.
- Remain current on federal, state, and local policies, laws, and regulations and apply them appropriately to the course of work.
- Assign and supervise the work of others; motivate employees to work towards common goals.
- Establish and maintain effective working relationships with supervisors, coworkers, elected officials, residents, and members of the public.

Skill in:

- Oral and written communications and preparing reports.
- Strategic thinking and decision making.
- Evaluating the effectiveness of programs and personnel.
- Preparing reports and putting together fund forecasts.
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NECESSARY SPECIAL REQUIREMENTS & CREDENTIALS

- Certified Public Accountant (CPA)
- Certified Municipal Town Accountant (or ability to obtain within three (3) years of employment).

PHYSICAL REQUIREMENTS

The physical elements listed 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 qualified individuals with disabilities to perform the essential functions:

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, walk, stand, climb, and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to balance, stoop, kneel, or bend. The employee must occasionally lift and/or move up to 20 pounds.

SUPERVISION

Supervision Received: Finance Director (Appointed by Select Board)

Supervision Given: Payroll Manager

SELECTION GUIDELINES

Selections shall be made on the basis of qualifications, ability, and dependability. Formal application, rating of education and experience, oral interview, reference check, and job-related tests may be required.

The duties listed above 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.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job posting 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.

APPLICATION PROCESS

All applicants are required to submit a completed Town of North Andover employment application along with a resume and cover letter to: jobs@northandoverma.gov, or by mail or hand delivery to Human Resources Department, Town of North Andover, 120 Main Street, North Andover, MA 01845. Resumes may be attached to the employment application but may not serve as a substitute for completing the required employment application. The Employment Application may be obtained on the Town's website [here](#), or by visiting the Human Resources Department, or by calling (978) 688-9526.

Applications will be reviewed on a rolling basis.

Successful candidate will be required to undergo CORI screening

Individuals who need accommodations in order to participate in this hiring process should contact the Human Resources Department at (978) 688-9526.

Questions regarding this hiring process should be directed to the Human Resources Department at (978) 688-9526