POSITION: Finance Director/Town Accountant
GRADE: Chapter 13-Level 14 $111,727-$143,873
DEPARTMENT: Accounting
DATE: November 18, 2020

RESPONSIBILITIES:
The incumbent will report to the Town Administrator; performs professional, administrative, supervisory and technical work in ensuring the proper recording and maintenance of financial records. Conducts financial monitoring of the fiscal year budget, generates financial reports, performs year-end closing procedures, develop and monitor financial policies and procedures and coordinates the completion of the annual audit. Attends Select Board, Warrant Committee and other committee meetings as needed. Serves as member (Ex-Officio) of the Milton Retirement Board; participates in the investing of the funds resulting from contributions to the town retirement system. Also serves as a member of the Capital Improvement Planning Committee.

REQUIREMENTS:
Bachelor’s Degree in finance, accounting, or related field; and a minimum of six years of progressively responsible related experience in municipal accounting; or any combination of education and experience. Have thorough knowledge of the principles and practices of municipal accounting and of the applicable provisions of the Massachusetts General Laws, including retirement law. Massachusetts Municipal Auditors’ and Accountants’ Association (MMAAA) certification required or obtained within three years of hiring.

RESPOND TO:
Send letter of interest and resume to Paige A. Eppolito, Assistant Town Administrator/HR Director, Town Office Building, 525 Canton Avenue, Milton, MA 02186 Peppolito@townofmilton.org

See www.townofmilton.org for full job description.
Finance Director/Town Accountant

Position Purpose:
Performs professional, administrative, supervisory and technical work in ensuring the proper recording and maintenance of financial records, approving all financial payments, controlling expenditures of all town funds and auditing financial records and transactions. Performs all other related work as required.

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.)

- Maintains the comprehensive financial records of the Town.
- Controls financial monitoring of the fiscal year budget, including revenues and expenditures.
- Develop the annual operating budget, with the direction of the Town Administrator.
- Generates financial reports as required by external agencies, such as the Department of Revenue and town internal departments.
- Oversees weekly warrant processing, bi-weekly payroll processing and processing of cash receipts.
- Performs year-end closing procedures and works closely with the independent auditors.
- Responsible for the development and monitoring of financial policies and procedures.
- Keeps updated on knowledge of Massachusetts General Laws and Department of Revenue accounting Policies and Procedures.
- Attends meetings with Select Board, Warrant Committee and Capital Improvement as needed for financial-related issues. Also attends Town Meeting.
- Coordinates the completion of the annual audit, and reviews the audit reports.
- Serves as Ex-Officio member of the Milton Retirement System.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:
Education, Training and Experience:
Bachelor’s degree in accounting or business administration or related field; and a minimum of six years’ of progressively responsible related experience in municipal accounting; or any equivalent combination of education and experience. Must maintain a Certified Governmental Account designation, from the MA Municipal Auditors and Accountants Association, within three years of employment.
Knowledge, Ability and Skill:

**Knowledge:** Thorough knowledge of modern municipal fund accounting theory, principles and practices, and of applicable provisions of the Massachusetts General Laws. Knowledge of internal control procedures, and bookkeeping and accounting procedures and systems. Working knowledge of the organization and operation of town departments. Thorough knowledge of computer applications for accounting and financial management.

**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 resolve routine computer problems in an efficient and effective manner. Ability to maintain complex records and prepare reports from such records. Ability to operate standard office equipment.

**Skill:**
Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational, planning 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. While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

**Supervision:**
Supervision Scope: Performs varied 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.
Supervision Received:
Work is performed under the general direction of the Town Administrator 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:
Provides supervision to three full time positions in the Accounting office; Financial Analyst, Assistant Town Accountant and Senior administrative Clerk.

Job Environment:
Work is performed under typical office conditions; the noise level is moderate. Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment. Makes frequent contact with town departments, Town Administrator, state agencies and other organizations. Methods of communication are in person, by telephone, email, and via standard reports. Has access to a wide variety of department-related and town-wide confidential information. Errors could result in significant delay and loss of department services, and have far-reaching town-wide financial repercussions; errors could cause exposure for the town to certain serious legal repercussions.
(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.)