

Town of New Boston

JOB DESCRIPTION **Accounting Supervisor**

Job Summary

Performs highly responsible administrative and professional work in directing all operations of the bookkeeping and financial department. Is responsible for payroll, accounts payable and accounts receivable. Administers employee benefits. Maintains the Town's general ledger and personnel files. Provides human resource services and reporting.

Supervision Received

Work performed with considerable independence under the general administration of the Town Administrator, and policy direction of the Board of Selectmen. Possesses knowledge of fund accounting and trial balance. Performs a high degree of organizational ability and the ability to establish and maintain effective working relationships with other agencies, employees and the public.

Supervision Given

Supervises all aspects of account reporting and data timelines from Department Managers.

Typical Equipment Used

Computer, laptop, typewriter, fax, telephone, calculator, copy machine and other pertinent equipment related to the job requirements.

Typical Work Environment

Inside 100%

Duties and Responsibilities

(Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties associated with the position of Accounting Supervisor.

1. Prepares weekly payroll for Town employees, inputting time sheet data, proofreads and edits payroll information, and prints payroll checks and/or submits direct payment payroll to the bank. Prepares check register for Board of Selectmen signature and Treasurer.
2. Maintains complete financial records for all funds and prepares related financial, budget and forecasting reports as requested. Tracks inventory of all town fixed assets.
3. Interacts closely with Treasurer, relays deposits and disbursements to insure sufficient funds on hand to cover the organization's cash flow needs. Monthly reconciliation against the Treasurer's report.
4. Assists department managers and Finance Committee in the preparation of the annual Town budget. Assists Town Administrator in the preparation and daily administration of the Selectmen's budget. Analyzes and monitors expenditures against actual appropriations and

notifies appropriate department heads and Town Administrator of possible budget overruns or revenue shortfall, trends and department actions. Provides department heads with monthly expenditure reports. Makes adjustments to general ledger for misallocations on line items.

5. Interacts with and provides information to town department, committees and commissions, and the public regarding revenues, expenditures and payroll matters. Explains town policy and accounting procedures relative to the same.
6. Administers Town employee's benefit insurances and Workers Compensation claims.
7. Maintains human resources files and attendance records; tracks paid leave to including vacation, sick and personal leave.
8. Prepares financial reports for the Town and Department of Revenue Administration. Prepares payroll reports for Social Security, retirement, W-2's, Workers Compensation and unemployment.
9. Prepares accounts payables and receivables. Records cash receipts.
10. Prepares for annual audit and works closely with auditors. Closes both computerized and paper files annually.
11. Maintains a high level of confidentiality as it relates to personnel files; conversations with employees regarding personal issues or ongoing internal projects or procedures which if divulged may cause serious harm to an individual or provide an unwarranted advantage to competitors.

TYPICAL PHYSICAL REQUIREMENTS

Lift	
Lift up to 10 lbs	Frequently Required
Lift 11 – 25 lbs	Occasionally Required
Lift 26 – 50 lbs	Rarely Required
Lift over 50 lbs	Not Required
Carry	
Carry up to 10 lbs	Occasionally Required
Carry 11 – 25 lbs	Rarely Required
Carry 26 – 50 lbs	Rarely Required
Carry over 50 lbs	Rarely Required
Reach	
Above Shoulder Height	Rarely Required
Reach at Shoulder Height	Rarely Required
Reach below Shoulder Height	Rarely Required

Other Physical Requirements

Hand Manipulation	
Grasping, handling, torquing, fingering	Frequently Required
Other	
Push & Pull	Rarely Required
Twisting & Bending	Rarely to Occasionally Required
Crawling	Rarely Required
Squatting	Rarely Required
Kneeling & Crouching	Occasionally to Rarely Required
Climbing	Rarely Required
Balancing	Rarely Required

During an 8-hour Day, Employee is typically required to

Consecutive Hours		Total Hours	
Sit	3 hours	Sit	6 hours
Stand	1 hour	Stand	1 hour
Walk	1 hour	Walk	1 hour

Cognitive and Sensory Requirements

Talking	Necessary.
Hearing	Necessary
Sight	Necessary
Tasting & smelling	Not required.

Typical Work Surfaces

Standard office desk and chair, tables, computer workstation, tile, wood or carpeted floors.

Typical Controls and Equipment

Keyboard, computer mouse and pad, telephone, and calculator.

Summary of Occupational Exposures

May be exposed to copier toner and printer ink.

Knowledge, Skills and Abilities Required

Thorough knowledge of generally accepted accounting principles for governments, thorough knowledge of Town ordinances and State and Federal laws, rules and regulations that apply to Town finances. Knowledge of computerized accounting systems; knowledge of modern office procedures, practices, and equipment, knowledge of municipal budgeting processes. Ability to read, interpret and prepare financial reports and statements; to make mathematical calculations rapidly and accurately; to analyze cash flows and expenditures and use a personal computer and standard office software packages. An ability to

prioritize tasks to meet deadlines, to work on multiple tasks simultaneously and to maintain effective working relationships with outside organizations, town officials, department heads and employees.

Minimum Qualifications

Associates Degree in Accounting, Finance, or related field, plus three years progressively responsible experience in municipal accounting; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.