



## Job Description

### Town of Westerly

Job Title:	Accountant								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Director of Finance				Supervision Exercised:	None			
Last Revision:	08/2017								

#### **General Summary:**

This position is responsible for performing complex accounting duties and maintenance of accounting records.

#### **Career Ladder**

This position is part of a career ladder with the Senior Accountant position. This position differs from the Senior Accountant position in that the Senior Accountant position performs complex accounting duties and maintenance of accounting records for the Town and requires professional certifications, advanced knowledge in all aspects of finance and accounting. The Senior Accountant also has responsibility for assisting in managing the day to day operations of the Finance Department.

#### **Essential Functions:**

1. Applies Generally Accepted Accounting Principles to a variety of problems, and considerable judgment in allocating charges and credits to proper accounts and funds.
2. Prepares and maintains general ledger details and accounting records of all funds.
3. Prepares and enters journal entries to general ledgers and maintains journal entries.
4. Reviews monthly balance sheets and revenues/expenditures statements and periodically performs balance sheet account analysis.
5. Coordinates monthly closing and production/distribution of financial statements to guarantee timely reporting.
6. Prepares regular and special financial and statistical reports for management review and use.
7. Reviews cost and operating information to insure compliance with budget.
8. Compiles cost data for development budget.
9. Prepares state reimbursement claims, supporting documentation, and all other governmental reports.
10. Responsible for accounting of grants, as assigned.
11. Prepares system update of daily cash receipts, annual budget, supplemental/transfers, ordinances, resolutions, and year-end appropriation transfer and/or supplemental appropriation.
12. Performs monthly bank reconciliation.
13. Reconciles all receivables monthly, including sewer assessment taxes, solid waste receipts, and water/sewer usage charges.
14. Maintains all required documentation for auditors and for adjusting entries upon completion.

15. Performs similar or related work as required, directed or as situation dictates.

**Other Functions:**

1. Attends meetings, seminars, conference as required.
2. Periodic additional work hours required

**Education & Experience:**

Education:

Bachelor Degree in Accounting, Business/Public Administration, or related area.

Experience:

Three years of experience in accounting or related working experience.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

**Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- General knowledge of the principles and practices of financial management.
- Working knowledge of manual and automated accounting systems.
- Basic knowledge of General Ledger and accounting principles and practices.
- Knowledge of the legal controls, methods and procedures of municipal finance.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare standard and special financial reports.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Understanding of town ordinances, state laws and regulations.
- Manage various computer applications including Excel and Word

**Licenses & Certifications:**

Possess a valid driver's license.

Certification as a Certified Public Accountant is highly preferred.

Certification as a Certified Public Accountant (CPA) or a Certified Management Accountant (CMA) will

be required within 24 months of employment.

**Special Requirements:**

This position requires the following:

- Successfully pass a background check which includes a credit check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>x</b>		
Walk		<b>x</b>		
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl	<b>x</b>			
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver's license)	<b>x</b>			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds			<b>x</b>		
Up to 25 pounds			<b>x</b>		
Up to 50 pounds			<b>x</b>		
Up to 100 pounds			<b>x</b>		
More than 100 pounds			<b>x</b>		
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
<b>x</b>	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts		<b>x</b>			
Work in high places		<b>x</b>			
Risk of electrical shock		<b>x</b>			
Risk of radiation		<b>x</b>			
Work in extreme weather conditions		<b>x</b>			
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals		<b>x</b>			
<i>Special Vision Requirements</i>					
<b>x</b>	Close vision	<b>x</b>	Distance vision		
	Color vision	<b>x</b>	Peripheral vision		
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*