



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
Kimberly Foster

TOWN HALL - 34 WEST MAIN STREET
WESTBOROUGH, MA 01581-1998
TEL: (508) 366-3030 FAX: (508) 366-3099

EMPLOYMENT OPPORTUNITY TOWN ACCOUNTANT

The Town of Westborough seeks qualified candidates for the position of Town Accountant, a key role in the Town's growing Finance Department. This position plans and directs the accounting, auditing and financial reporting activities of the Town in accordance with applicable Massachusetts General Laws and bylaws of the Town. Approves expenditures of all Town funds; conducts regular internal audits of Town departments to ensure compliance with budget, legal and fiscal controls; prepares and submits year-end financial statements and other annual reporting as required. Supervises staff in the Accounting Division.

Located 12 miles east of Worcester and 29 miles west of Boston at the intersection of Route 495, I-90/Massachusetts Turnpike and Route 9, Westborough is predominately a residential community made up of attractive neighborhoods, a vibrant downtown, an active commercial district and a strong business/industrial base. Led by a five-member Select Board and an appointed Town Manager, Westborough is a financially stable community that boasts substantial reserves and an AAA bond rating. The Town has a rich history and a strong commitment to preserving its heritage while also providing the highest level of municipal services to its residents.

The ideal candidate will be looking to join a team that values professionalism, accountability, integrity and responsiveness. The minimum qualifications for the position include a Bachelor's degree (accounting or related field); four to six years progressively responsible accounting, budgeting and auditing experience; or equivalent combination of education and experience. Certified Governmental Accountant preferred; MUNIS experienced highly desired.

This is a full-time (40 hours/week) position with an annual salary range of \$82,836 to \$111,852; offer at hire based on demonstrated qualifications and experience. This posting is not meant to be inclusive of all job duties or qualification requirements; please visit our [Human Resources website](#) for a complete job description. To apply, email resume and cover letter in a single PDF to Kimberly Foster, Assistant Town Manager at jobs@westboroughma.gov; position open until filled.

The Town of Westborough is an EOE that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community, and all are encouraged to apply.



TOWN OF WESTBOROUGH MASSACHUSETTS

Job Title: Town Accountant	Reports To: Finance Director
Department: Finance	Job Code: S-7
Location: Town Hall, 34 West Main Street	Hours per week: 40
Revised:	FLSA Status: Exempt

SUMMARY: This position performs a variety of complex and highly responsible duties to ensure that all municipal transactions conform to law and sound municipal accounting practices. Plans and directs accounting, auditing and financial reporting activities of the Town by performing the following duties and responsibilities as defined by the General Laws of the Commonwealth and bylaws of the Town, and in conformance with professional accounting standards, personally or through subordinate employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Prescribes accounting procedures for all Town departments in accordance with Department of Revenue guidelines, Massachusetts General Laws and sound municipal accounting practices. Ensures the integrity of the Town's financial data by instituting proper internal controls.

Conducts regular internal audits of Town departments to ensure compliance with budget, legal and fiscal controls; serves as primary liaison to independent auditors; prepares responses to related management letter.

Approves expenditures of all Town funds by examining and approving all vouchers, departmental bills, and payrolls; ensures that no claim or payable against the Town is fraudulent, unlawful, or excessive as prescribed by Massachusetts General Laws.

Draws warrants on the treasury for approval by the Town Manager and payment by the Treasurer.

Prepares and submits year-end financial statements detailing all Town financial activity for the fiscal year to include the balance sheet and revenue and expense statements for the independent audit process, the Department of Revenue, and for the certification of Free Cash and the setting of the tax rate. Prepares and submits any other annual reporting as may be required.

Provides timely and accurate financial information to the Town Manager, Select Board, other Town departments and boards and committees, as required.

Establishes and maintains effective relationships with coworkers.

Assists in the development and implementation of goals, policies, priorities, and procedures relating to financial management, budget, accounting, and/or payroll.

Directs the maintenance of general and subsidiary ledgers, accounts receivable, revenue distribution, depreciation, cost, property, and operating expenses, and insurance records.

Prepares statements and reports of revenue and expenditure projections.

Establishes system controls for new financial systems and develops procedures to improve existing systems.

Maintains custody of all Town contracts.

Compiles and maintains accounting of all fixed assets (land, buildings, infrastructure, equipment and machinery) and inventory.

Works with the Finance Director, Treasurer/Collector and Chief Assessor to develop the annual Finance Department budget.

Serves as a member of the Town's financial team, contributing to the review and preparation of the annual Town operating budget and fiscal policies.

Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; identify opportunities for improvement and reviews with the Town Manager; implement improvements.

Carries out duties with accuracy as errors could be costly in terms of improperly authorized expenditures.

Keeps abreast of all new legislation and changes in municipal accounting practices.

Supervisory Responsibilities: Directly supervises up to two employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Bachelor's degree from four-year college or university in accounting or related field; four to six years progressively responsible accounting, budgeting and auditing experience; or equivalent combination of education and experience.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should have knowledge of Munis Accounting software; Order processing systems; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Member of Massachusetts Municipal Auditors and Accountants Association. Must possess or have ability to obtain certification from association as Certified Governmental Accountant.

Other Skills and Abilities: Good knowledge of principles, methods, and practices of accounting; good knowledge of the principles underlying the laws, bylaws, and regulations governing the financial operations of the Town (including a thorough knowledge of the UMAS Accounting System). Good knowledge of modern business management practices. Ability to devise and apply modern accounting procedures.

Physical Demands: 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Prepared By: K. Foster, Assistant Town Manager	Date: 01/17/2024
Recommended by Town Manager	Date: 01/18/2024
Approved by Select Board	Date: 01/23/2024