

Town of North Reading, Massachusetts
Job Description

Position Title:	Accounting Analyst		
Department	Accounting		
Reports to:	Finance Director		

Statement of Duties

The Accounting Analyst performs professional accounting and auditing work for the Town. Work requires the application of accounting knowledge and the ability to resolve complex financial, operational, and procedural problems and oversight of the procurement process.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Analyzes collections and prepares revenue projections
- Prepares cash and expenditure projections
- Serves as back up to accounts payable
- Ensures that a working system of internal checks and balances is in place for town departmental financial functions including, but not limited to, the monitoring of signatory approval for time sheets; the segregation of duties involving financial transactions such as collecting, receiving, and disbursements of funds and town property; the use of passwords to restrict access to authorized users; and the appropriate documentation of financial transactions
- Conducts a variety of audits, reviews, investigations, and assessments of town departmental fiscal and operational records, processes, and procedures to ensure effective administration, compliance, and reporting pursuant to Massachusetts General Laws, GAAP, GASB, and federal and state regulations.
- Performs operational, financial, and compliance audits through examination of departmental fiscal and operational records, processes, procedures, and controls.
- Conducts the following audits on an ongoing basis: cash, payroll, post payroll, supply, and assets.
- Develops a plan to maintain physical security over the town’s assets (cash and property)
- Develops a plan to properly inventory assets.
- Establishes and maintains an effective internal control structure to prevent fraud.
- Identifies errors or irregularities that could occur in a given control cycle
- Ensures prompt follow up on all indications of potential errors or irregularities.
- Communicates observations and develops recommendations for appropriate improvements to fiscal and operational systems, conducting subsequent evaluations to determine adequacy of corrective actions.
- Reviews quotes/bids prior to purchase orders being processed.

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- Responsible for reviewing and maintaining the appropriate contracts for the accounting department. Responsible for maintaining the documentation involving projects and correspondence to the parties involved in said projects.

Requirements:

Bachelor's degree with one year experience in financial analysis, general accounting knowledge of budgetary management and accounting principles, and procedures.

Ability to develop effective working relationships with department personnel, subordinates and with the general public; ability to express oneself clearly and concisely orally and in writing. Ability to use office equipment efficiently.

Excellent organizational skills; excellent data processing skill in the use of personal computers and financial software including word processing and spreadsheet applications. Excellent analytical skills.

Full time 35 hours a week Salary \$50,000 with benefits.