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| **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
* Prepare monthly benefit reconciliations
* 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
* Assist in the preparation of support for the Town's portion of the school annual End of Year Report filed with the DESE
* Assist with compiling requests for the annual audit, including preparation of the accumulated benefit liability, preparing work papers and gathering requested documentation.
* Assist in annual reporting to the Department of Revenue-Balance Sheet, Schedule A and Tax Recap
* 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.

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.

**PHYSICAL ACTIVITY REQUIREMENTS**

Primary Physical Requirements:

LIFT up to 10 lbs.: Frequently required

LIFT 11 to 25 lbs.: Frequently required

LIFT 26 to 50 lbs.: Frequently required

LIFT over 50 lbs.: Rarely required

CARRY up to 10 lbs.: Frequently required

CARRY 11 to 25 lbs.: Frequently required

CARRY 26 to 50 lbs.: Rarely required

CARRY over 50 lbs.: Rarely required

REACH above shoulder height: Frequently required

REACH at shoulder height: Frequently required

REACH below shoulder height: Frequently required

PUSH/PULL: Frequently required

Other Physical Considerations:

Twisting: Frequently required

Bending: Frequently required

Crawling: Frequently required

Squatting: Frequently required

Kneeling: Frequently required

Crouching: Frequently required

Climbing: Rarely required

Balancing: Frequently required

**WORK SURFACES (S): Standard office desk and chair; computer work station; tile, carpet, cement floor; table; service counter.**

HAND MANIPULATION:

Grasping: Frequently required

Handling: Frequently required

Torqueing: Frequently required

Fingering: Frequently required

Controls and Equipment:Tools and equipment normally associated with office work telephone; cell phone; calculator; copy/ fax machines.

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours:

Sit: 1 2 **3** 4 5 6 7 8

Stand: **1** 2 3 4 5 6 7 8

Walk: **1** 2 3 4 5 6 7 8

Total Hours:

Sit: 1 2 3 4 **5** 6 7 8

Stand: **1** 2 3 4 5 6 7 8

Walk: **1** 2 3 4 5 6 7 8

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.

Hearing: Necessary for receiving instructions and queries.

Sight: Necessary for doing job effectively and correctly.

Smelling: Rarely required.

Salary commensurate with experience; FY 2019 budgeted annual salary is $60,000