



TOWN of NORTH READING

Massachusetts

Human Resources

Benefits Coordinator

Accounting Analyst, Town of North Reading

The Town of North Reading seeks qualified candidates for the position of Accounting Analyst for the Finance Department. 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.

The position performs duties with a very high degree of independence. Duties include:

- 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.
- 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.

For more information, please visit the Town of North Reading's Job Opportunities webpage at www.northreadingma.gov/human-resources/pages/job-opportunities. Salary commensurate with experience; FY 2019 budgeted annual salary is \$60,000. The Town of North Reading is an equal opportunity employer. Qualified candidates who fit the description above are requested to submit a cover letter and resume to Human Resources, Town Hall, 235 North Street, North Reading, MA 01864.