



Town of Swampscott Massachusetts



Town Accountant

Swampscott, MA (13,800 pop.), is a beautiful and tranquil seaside community located 15 miles northeast of Boston along the coastline of the Atlantic Ocean. Swampscott offers a friendly, welcoming and nurturing family environment, an excellent pre-school to grade 12 public educational system, superb public safety and support systems, abundant youth sports opportunities and a town government which is responsive to the needs of its citizens.

The Town has an AA+ bond rating from Standard and Poor's, with a strong economy, strong budgetary performance and a wealthy socioeconomic profile. Swampscott is led by a five-member Board of Selectmen, has an open town meeting form of government, and a total FY20 budget of approximately \$68.7 million.

Important Links

- [Town of Swampscott](#)
- [Town History](#)
- [General Information](#)
- [Town Charter](#)
- [General Bylaws](#)
- [Organizational Chart](#)
- [FY20 Town Administrator Budget](#)
- [2019 Finance Committee Letter](#)
- [Town Accountant](#)
- [FY18 Audited Financials](#)
- [S&P Rating Report \(1/4/18\)](#)

Swampscott is seeking a Town Accountant with experience in accounting and bookkeeping responsibilities and understanding of; accounting and auditing principles, practices and procedures; and possessing knowledge of all related and applicable laws and regulations; and skill in, using computer applications for accounting and financial management, as well as organizational technology.

The Town Accountant operating under the administrative direction of the Town Administrator performs administrative, supervisory and technical work in monitoring, directing and auditing the municipal accounting system; performs various accounting functions including accounts payable, financial statements, budget administration, reconciliations, internal and external audits and other

related accounting services in accordance with the Town Charter, Town By-Laws and applicable state and federal regulations, and generally accepted principles of municipal accounting. The Town's official position description is attached to this Position Statement.

Annual salary: \$80K to \$100K. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience.

Challenges and Opportunities

Financial Policies: The Town is reviewing the establishment and/or update of financial policies that will guide the Town in its financial management and operations. Such policies might include reserve levels, investment, debt management, OPEB, anti-fraud, indirect cost allocation, among others. The Town Accountant will be responsible for working to develop policies for approval and ensuring compliance.

Staff Development: Accounting Department staff should be provided development resources and mentoring to improve the overall base of knowledge and operational efficiencies.

Relationships: Establishing strong professional relationships with peer Town officials, Town departments, and other entities with which the Accounting Department interacts in order to improve communication and sharing of information and common purpose.

The Ideal Candidate

- Bachelor's degree in accounting, business administration, or a closely related field.
- 5-7 years of experience in accounting, preferably in the municipal field.
- MMAAA Certification is preferred within three (3) years of appointment.
- Demonstrated knowledge and skills in financial management, budgeting and financial planning, general ledger experience, and knowledge of best-practice policies pertaining to accounts payable and procurement.
- Organized, collaborative, approachable, creative, and decisive.
- Highly ethical, self-motivated, professional, innovative, accessible, fair, responsive, and able to work with all Town constituencies.
- A problem-solver, with excellent organizational, planning, decision-making, management and supervisory skills.
- The ability to work with a high level of detail, and an ability to prioritize and manage multiple tasks and deal effectively with complex challenges, often under considerable time pressure.
- Complete command of, and skill in, using computer applications for accounting and financial management, as well as organizational technology.
- A critical thinker and possessing the ability to administer complex financial management and record-keeping systems, and to analyze and interpret financial data and present findings clearly in multiple forums.
- Strong communication and presentation skills.



How To Apply

Send cover letters and résumés via email, in a single PDF, by 5:00 p.m. on December 20, 2019, to:

Apply@communityparadigm.com

**Subject: Swampscott Town
Accountant Search**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Bylnc@communityparadigm.com
978-621-6733

Town of Swampscott, Massachusetts

Position Title:	Town Accountant	Salary Range:	80,000 – 100,000
Department	Accounting	Date:	July 17, 2019
Reports to:	Town Administrator	FLSA Status:	Exempt

Statement of Duties: The Town Accountant performs administrative, supervisory and technical work in monitoring, directing and auditing the municipal accounting system; performs various accounting functions including accounts receivable, accounts payable, financial statements, budget administration, reconciliations, internal and external audits and other related Town accounting services in accordance with the Town Charter, Town By-Laws and applicable state and federal regulations. The employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Town Administrator, the employee establishes short and long-range individual and department goals and objectives, own performance standards and assumes direct accountability for department results in accordance with local Bylaws, State and Federal laws and generally accepted principles of municipal accounting. The employee consults with the Town Administrator where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies and operating budget. The employee is also expected to attempt to resolve operational conflicts which arise and coordinate with others as necessary.

Confidentiality: In accordance with the State Public Record Law, the employee has regular access to department-level confidential information such as department records or official personnel files

Supervisory Responsibility: The employee, as a regular and continuing part of the job, is accountable for the direct supervision of one (1) full-time of employee of the department including the quality and quantity of work done by the employee and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands.

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Judgment: Work is performed in accordance with administrative or municipal policies, general principles, state and federal legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, policies and /or laws and regulations. The employee is recognized as the department or functional area's authority in interpreting laws and regulations and in determining how they should be applied.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish assigned work.

Work Environment: The work environment involves everyday discomforts typical of a municipal office environment subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature of Public Contacts: Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, representatives of professional organizations, local, state and/or federal officials requiring administrative and technical knowledge and ability to protect the Town's best interests. The employee serves as a spokesperson or recognized authority of the department in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. The employee is required to discuss controversial matters where tact is required to avoid friction and in order to obtain cooperation.

Accountability: Errors are difficult to detect and may result in missed deadlines or poor judgment could result in missed deadlines, adverse public relations, labor/materials costs, monetary loss, or legal repercussions to the Town.

Occupational Risks: Duties of the job present little potential for personal injury to the employee. Occupational risk is similar to that found in a municipal office setting.

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.

Responsible for the development and presentation of the town's Annual Operating Budget including support documents.

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Responsible for the development and implementation of the town's accounting system and related administrative procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls.

Prepares all accounts payable warrants for submission to the Treasurer for payment and may refuse payment approval if such payments are deemed fraudulent, excessive or unlawful as prescribed by Massachusetts General Laws.

In conformity with state law, required to maintain a complete set of financial books of the Town, showing appropriation amounts and purpose of expenditures; receipts from all sources; debts, amount of assessments levied and abatements made.

Develops and prepares monthly reports to track all financial activity with the Town's many funds including revenue funds, state and federal grants, capital projects, enterprise funds, trust funds and the general appropriations of the Town as well as within the Town's receivable accounts.

Monitors revenue and expenditures of all State, Federal, individual and private corporation Grants and donations, and revenue and expenditures for all Town Meeting authorized Revolving Funds, as prescribed by Massachusetts General Law Chapter 44 Section 53E1/2.

Responsible for the development and preparation of year-end financial reports to include balance sheet and revenue and expense statements for the audit process and for the Department of Revenue for certification of free cash; prepares and submits annually to the Department of Revenue, Schedule A, detailing all town financial activity for the fiscal year.

Ensures submission of monthly reports to Board of Selectmen, Town Administrator and departments detailing all financial activity; reviews Treasurer's receipts, reconciles to Treasurer's cash, reconciles all accounts receivables with various department heads as to outstanding balances.

Develops and implements the Town's accounting system and procedures including cash books, general ledger, general journal, and subsidiary ledgers in accordance with GAAP and UMAS regulations.

Monitors all budgetary expenditures including payroll and taxes for appropriated fund accounts for the Town. Examines all bills and vouchers for appropriateness of expenditure, accuracy and availability of funds before payment by Treasurer.

Responsible for overseeing vendor warrants are completed in its entirety. Responsible for the periodic reporting cycle to all department heads concerning budget balances.

Responsible for the maintenance of the Department's financial software computer system as well as making changes and improvements and acts as troubleshooter on all accounting system issues

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as well as the filing of all reports to the State Department of revenue and other governmental agencies.

Responsible for the timely preparation of fiscal year end balance sheets and appropriation reports for the Board of Selectmen, Finance Committee, as well as the RECAP Sheet in collaboration with the Town's Board of Assessors in order to establish the Town's annual tax rate.

Responsible for setting up of new appropriations on the Town's financial computer system as well as the preparation of various Town financial reports.

Reviews Town contracts before award to assure performance requirements and with Town meeting approval; certifies as to the availability of funds.

Required to balance and reconcile accounts receivable with the Town Collector, special revenue accounts with Town departments and trust funds with the Town Treasurer and payables as appropriate.

Serves as Town liaison with the independent auditors of the Town; prepares financial statements and/or statistical reports in support of the annual audit; responsible for the internal auditing of the Town's financial operations.

Performs duties for the Swampscott Retirement Board pursuant to MGL Chapter 32, Section 20; subsection 4; serves as an ex-officio member of the Retirement Board.

Prepares certain budgets for submission on the annual Town meeting warrant; provides assistance on budgetary matters to Town officials including Board or Committee members.

Maintains current knowledge of new legislation, regulations and changes in accounting procedures through publications review, attendance at professional association training programs, and ensures training opportunities for department staff to ensure compliance with applicable laws related to municipal finance.

Responsible for compliance with the GASB34 regulation and its annual functions regard depreciating fixed assets and other related functions.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree or a master craftsman level of trade knowledge in municipal accounting, business administration, or a closely related field; five to seven (5-7) years experience preferably in municipal accounting, preferably in the municipal field; previous experience; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

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Special Requirements: Massachusetts Accountants & Auditors Certification as a government accountant is preferred. Required to attend courses offered by the Municipal Accountants and Auditors Association.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of municipal accounting and auditing principles, practices and procedures; thorough knowledge of generally accepted accounting principles, promulgation's of UMAS, Governmental Accounting Standards Board (GASB), GAAP accounting standards and applicable Massachusetts General Laws pertaining to municipal accounting finance, insurance and procurement; knowledge of municipal budgetary functions; knowledge of municipal financial software applications including database management, spread sheet applications and accounting functions. Knowledge of the Education Reform Act.

Abilities: Ability to develop effective working relationships with department personnel, regulatory agencies and to assume direct accountability for department results; ability to express oneself clearly and concisely orally and in writing. Ability to establish and maintain effective accounting procedures and to carry out assignments in a detailed and timely manner; ability to analyze and interpret financial data and to present findings clearly in written and oral form.

Skill: Proficient organizational and managerial skills; excellent data processing skill and the use of personal computers and municipal financial software including data processing and spreadsheet applications. Proficient analytical skills and working with numbers in detail.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as operating a telephone system, computer and/or most other office equipment, keyboarding, filing, or sorting of papers.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes and ability to adjust and focus. The employee is rarely required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirement of the job change.

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