



**Town of Brookline**  
*Massachusetts*

Authorization To Hire Request Form

1. Position TITLE: Senior Accountant Grade: T-05

2. Department: Finance Division: Comptroller

3. Position Control #: 153000003 Prior Incumbent: Ewana Lindo-Smith

a. Reason for Leaving: Promotion/Transfer

4. Budgetary Information:

Department Code: 1530 Budget Code: 15001530-510101 % 100%

Grant Funded-Name of Grant: \_\_\_\_\_  Revolving Fund  Enterprise Fund

6. Employment Type:

Full-Time: # of hours/week: 37.5  Part-Time: # of hours/week: \_\_\_\_\_

Permanent  Temporary: expected end date (required) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

7. Method of Fill:

Promotion – To be Posted Internally from: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ to \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

New Hire  Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. Details oriented

2. Computer Proficiency

3. Accounting/audit background

9. I have considered the following alternatives to filling this position:

No alternatives are practical

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

\_\_\_\_\_  
\_\_\_\_\_

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11. Suggested sources for specialized recruitment advertising: (other than local papers)

Human Resources will work closely with the department to post the position widely with the ProDiversity Network, ZipRecruiter, Indeed, which all have multiple targeted affinity group job boards, as well as related professional groups.

12. Please attach the current position description.

13. Signatures:

Department Head Signature: <u><i>m d t r</i></u>	Date: <u>12-8-16</u>
<i>Asst.</i> Human Resources Director: <u><i>L R Dale</i></u>	Date: <u>12/9/16</u>
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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15. Notes:

## SENIOR ACCOUNTANT

Grade T-05

### **Position Purpose:**

The purpose of this position is to perform responsible auditing, accounting, administrative and analytic work to support the operations of the Comptroller's Office; all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties which range in nature from routine to complex and which require the exercise of judgment and initiative within the framework of prescribed policies and in accordance with standard municipal accounting procedures.

*Supervision Received:* Works under the administrative direction of the Comptroller and Assistant Comptroller in accordance with Massachusetts General Laws, town bylaws and policies, and relevant federal/state/local regulations and standards. Employee generally establishes own work plans and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor

*Supervision Given:* Supervises department clerical employees by directing, coordinating, and reviewing work. Trains users of financial accounting systems across various Town departments.

### **Job Environment:**

Work is performed under typical office conditions. Operates a computer, telephone, copier, facsimile machine, printer, handheld or mobile devices and other standard office equipment.

Makes regular contacts with all town and school departments, external auditors, vendors, governmental agencies, and the general public. Contacts are in person, by telephone and via standard reports.

Has access to confidential information across all departments, including schools, related to payments for settlements, contracts and payroll information.

Errors could result in significant confusion and delay, financial loss, and could cause exposure for the Town to legal liabilities.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types 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 to assist the Comptroller and Assistant Comptroller in maintaining and administering the Town's financial accounting system to ensure appropriation control, avoid both overspending and improper spending.

Assists the Comptroller and Assistant Comptroller in fulfilling Town's goals in achieving GASB34 requirements.

Reviews all payments listed on warrant prior to disbursement and signoff by the Comptroller. Reviews and corrects all payroll warrants prior to signoff by Comptroller.

Prepares year-end audit schedules, pertaining to receivables, trust, and deferred revenue for external auditors.  
Assists in the preparation of interim and year-end financial statements.

Performs internal audit functions related to cash receipts and expenditures, including audits of all voided check requests. Audits all wire and Electronic Funds Transfer payments by the Treasurer's office and posts journal entries.

Manages and oversees the posting of all cash transactions for the Town and schools. Prepares, enters, and posts journal entries.

Assists in monthly and quarterly cash reconciliations; reconciles grant and special revenue accounts.

Reviews and processes transactions for recording payments to Adult Ed teachers and reimbursement for the associated Adult Ed interest checking account. Manages and oversees the Accounts Payable warrant process for Adult Education.

Works with Assistant Comptroller to coordinate, modify, and document the implementation of financial accounting systems including establishing accounting control procedures and developing training programs and materials for new and continuing personnel in the effective use of the financial management system.

Serves as a liaison with software vendor and town departments during financial accounting system conversions and upgrades. Provides on-going training and assistance to system users in the operation of such system and the related analysis tools, including programs such as Crystal Reports. Assists and monitors the work of clerical employees with financial responsibilities in other departments, including output review and refresher training. Writes and promulgates training materials and documents.

Troubleshoots, programs and customizes financial computer software and databases for use in the Comptroller's office and use by other town staff.

Reporting and compliance requirement consistent with Department of Revenue report mandates, including, Schedule A and Snow & Ice Report and outstanding debt.

Assists the Comptroller in managing and overseeing the preparation of 1099-Misc Forms and electronic files for federal and state reporting.

Manage and oversee the general billing commitment process for all departments, including set-up of new accounts and abatements.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor's degree in accounting, finance, or related field; three to five years of progressively responsible experience in governmental or non-profit accounting, including financial statement preparation/review and internal auditing; technical writing and/or training experience helpful; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

*Knowledge:* Comprehensive knowledge of UMAS, GAAP, GASB34, and all applicable provisions of Massachusetts and federal statues relating to finance; state ethics rules and Town's Fraud Policy Thorough knowledge of automated accounting management systems.

*Ability:* Ability to establish, oversee and maintain complex financial record keeping systems and prepare reports from such records. Ability to work in a team and independently and to carry out assigned projects to their completion. Ability to communicate effectively in written and oral form. Ability to interact in a positive and effective manner with person at all levels. Ability to work with a high level of detail and complexity.

*Skill:* Strong teaching/training skills. Skill in operating the above listed office equipment. Excellent verbal and written communication skills. Good programming skills. Strong computer aptitude ability to use and adapt to new technology; Familiar with Access, MUNIS and computer programs and Crystal Report writing. Skill in problem solving and analysis.

Physical 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*

*Town of Brookline, MA  
Senior Accountant*

*essential functions.* Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 25 pounds. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges. Ability to operate a keyboard at an efficient speed.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*