



Town of Montague, MA Town Accountant

The **Town of Montague** (Pop 8,580) is a dynamic community comprised of five villages nestled along the Connecticut River in the upper Pioneer Valley of Western Massachusetts.

Montague has an S&P Global Bond Rating of AA and stable finances. The Town is led by a three-member Selectboard with a Town Administrator overseeing daily municipal operations. Montague has a representative Town Meeting, and a total budget of approximately \$26 million. The Town has an Airport and Sewer Enterprise Fund. School, fire, and water are separate districts.



The Town seeks a collaborative Town Accountant with a thorough knowledge of municipal accounting process, procedures, and best practices. The Accountant will succeed a long-tenured Accountant who will help ensure a smooth transition.

The target start date is late August/early September 2024.

Salary range is \$67,277 to \$82,394, plus a \$4,020 stipend for serving on the Retirement Board. The successful candidate will receive an attractive compensation package including health and retirement plans and paid time off. Regular work week is Monday through Thursday, 35 hours/week, with some evening meetings typically on Wednesday nights. This is an IN-PERSON position. The Town of Montague is an Equal Opportunity Employer.

Accountant References

- ✓ [FY25 Budget Information](#)
- ✓ [FY23 Financial Statement](#)
- ✓ [Financial Management and Operations Policies](#)
- ✓ [Capital Improvement Plan](#)

Key Functions

- Ensure accuracy of Town's accounting records
- Promptly and accurately pays employees and vendors
- Assist in the development and monitoring of the town's annual operating and capital budget
- Staff support to Finance Committee and serves on Retirement Board

The Position

The Town Accountant is responsible for the maintenance and monitoring of the Town's financial records and ensuring proper accounting and expenditure procedures are followed in accordance with the provisions of Massachusetts General Laws. Accountant works closely with the Town Administrator and Finance Committee in the development and amendment of the Annual Budget and related article requests to be brought to Town Meeting. The Accountant works under the direction of the Selectboard and is supervised by the Town Administrator. Position serves on a core finance team with the Town Administrator, Treasurer/Tax Collector, and Assessor.

For priority review, please submit resume and cover letter (one single .pdf) by **Monday July 8, 2024** to:

Wendy Bogusz, Selectboard Executive Assistant
Town of Montague
WendyB@montague-ma.gov
EEO/AA Employer
www.montague-ma.gov

Ideal Candidate

Bachelor's degree in accounting, business administration, finance, or related field.

Minimum of three to five years of experience with municipal accounting systems

MMAAA Certified Governmental Accountant

Excellent knowledge of relevant laws, regulations, and practices relevant to municipal accounting in MA.

Working knowledge of Massachusetts public procurement, public records, and ethics laws

Ability to establish and maintain effective working relationships with employees, board members, and the public.

Ability to utilize the gWorks (formerly BMSI) accounting system and/or help facilitate transition to a new system.

Eagerness to facilitate transparency of the Accounting Office and Town Budget through technology and other means.

**Town of Montague
Town Accountant**

The Town of Montague, MA Selectboard seeks qualified applicants for the position of Town Accountant. The position is responsible for the maintenance and monitoring of the Town's financial records and ensuring proper accounting and expenditure procedures are followed in accordance with MA General Laws. Accountant coordinates with the Town Administrator and Finance Committee in the development and amendment of the Annual Budget and related article requests to be brought to Town Meeting.

The Town seeks a collaborative candidate with a thorough knowledge of municipal accounting process, procedures, and best practices. Minimum qualifications include a bachelor's degree in a related field, and 3 to 5 years of related experience with accounting systems in municipal or other government accounting agencies; or any equivalent combination of related education, training, certification, and experience.

Salary starts at \$67,277 and the scale goes to \$82,394. Work week is Mon. through Thurs., 35 hours/week, with some evening meetings. The Town of Montague is committed to a collaborative team environment and competitive benefits. A job description is available at www.montague-ma.gov. Target start date is Aug 26- Sep 9, 2024.

For priority review, please submit resume and cover letter by July 8, 2024 to:
Wendy Bogusz, Selectboard Executive Assistant
WendyB@montague-ma.gov
EEO/AA Employer

ACCOUNTING TOWN ACCOUNTANT

DEFINITION

Position is responsible for the maintenance and monitoring of the Town's financial records and ensuring proper accounting and expenditure procedures are followed in accordance with the provision of Massachusetts General Laws. Coordinates with the Town Administrator and Finance Committee in the development and amendment of the Annual Budget and related article requests to be brought to Town Meeting.

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.

- Develops and implements the town's accounting system and procedures including cash books, general ledger, general journal, and subsidiary ledgers in accordance with applicable regulations.
- Ensures accuracy of the town's accounting records/general accounting; reviews vendor and payroll warrants for accuracy, appropriateness of account charged, adherence to procurement regulations and availability of funds; posts cash receipts from Treasurer's cash book to general ledger; makes necessary journal entries; prepares monthly, quarterly, and annual reports.
- Promptly and accurately pays employees and vendors. Prepares quarterly wage and tax reports. Prepares and submits 1099s and W-2s annually.
- Develops and manages the annual operating budget for the department and provides support to other Department Heads in the formulation and management of their departmental budgets;
- Assists in the development and monitoring of the town's annual operating and capital budget; responsible for budget forecast and revenue estimation.
- Supports collective bargaining through economic analysis of proposals and review of contract language that may impact payroll and other systems.
- Works closely with the Finance Committee in the development of the annual operating budget; provides reports and information; makes recommendations. Provides support to the Finance Committee, including research, budget preparation, and taking minutes. Attends town meeting as a resource and support staff.
- Works with officials to certify free cash, set the tax rate, and prepare the financial components of the Tax Recapitulation.
- As a member of the Retirement Board, approves payments to retirees and vendors, maintains current knowledge of rules, regulations, and legal issues; votes to approve or disapprove disability retirements, including accidental disability retirements; supervises Retirement Administrator.

- Performs other related job duties as required.

SUPERVISION RECEIVED

Under administrative direction, the employee works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to resolve all conflicts that arise and coordinate with others as necessary.

SUPERVISION EXERCISED

The employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee 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; and has substantial responsibility for technical soundness of subordinates' work.

JUDGMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, 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 for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, departments, the Retirement Board, the public, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, collective bargaining negotiations, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

Bachelor's degree in accounting, business administration, finance, or related field, and three to

five years of experience with accounting systems in municipal or other government accounting agencies; or any equivalent combination of education, training, certification, and experience. The employee should become certified by the MMAAA as a Certified Governmental Accountant within three (3) years of hire.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of relevant Massachusetts General Laws and regulations related to essential functions, knowledge of municipal accounting practices and standards, knowledge of accounting software. Knowledge of principles of municipal budgeting and revenue estimation.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently. Ability to maintain accurate, detailed records. Ability to continuously adapt to and use new office technology and programs common to the industry.

Skills: Strong communication skills, problem-solving skills, and customer-service skills. Proficient computer skills, mathematical skills, recordkeeping, and clerical skills. Finance, accounting, and business administration skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.