

# **Town of Gloucester**

***Senior Accountant – Treasurer’s Office***

***March 10, 2017***

SENIOR ACCOUNTANT  
Town of Gloucester, R.I.

Town of Gloucester is seeking an experienced accountant that reports to the Director of Finance/School Business Manager/HR Director. This position is responsible for the general ledger accounting and Uniform Chart of Accounts (UCOA) compliance. Duties include assisting with the preparation of the annual audit, all aspects of grant activities ensuring compliance, assisting with the budget preparation monitoring expenses throughout the year, proficient in payroll functions for back-up, and completing reports for governmental agencies as required. Knowledge of human resources is preferred. Applicant must be proficient in MS Word, Excel, and Microsoft Office products. Experience with Great Plains (Dynamics) or other general ledger software preferred. **Salary range \$45,000 – \$55,000 based on qualifications and experience.** EOP. Applications are available online <http://www.glocesterri.org/> or at Town Hall Finance/ Personnel Office, 1145 Putnam Pike, PO Box B, Chepachet, RI 02814. Please submit your application and resume by March 31, 2017.

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## **POSITION SUMMARY:**

Town of Gloucester is seeking an experienced accountant that reports to the Director of Finance/School Business Manager/HR Director. This position is responsible for the general ledger accounting and Uniform Chart of Accounts (UCOA) compliance. Budget preparation for the school and the town is required. Annual financial audit is a major part of the work to be accomplished. Gloucester is a multi-year recipient of the GFOA certificate of achievement for excellence in financial reporting for the annual CAFRA. This position will be instrumental in working to attain the GFOA budget award.

## **PRINCIPAL DUTIES & RESPONSIBILITIES:**

1. Responsible for the preparation of the school and the town budget working with Finance Director, Superintendent, school principals, buildings and grounds supervisor, and department heads.
2. Assist with the audit, preparing schedules, school and town trial balances of all funds, fixed asset schedules, supplemental tables, and historical data as needed.
3. Assists in ensuring compliance with generally accepted accounting principles, RI General Laws, Gloucester Town Charter, Town and department policies and procedures, are followed.
4. Responsible for grant reporting for local, state, and federal awards ensuring compliance and guidelines are met.
5. Prepare monthly, quarterly, and annual revenue and expense reports in a timely fashion, including a review of the accuracy of the general ledger for all funds.
6. Work with new guidelines due to GASB, healthcare initiatives, retirement modifications, other post-employment benefits changes, or any additional directive affecting existing operations.
7. Monitor compliance with all local, state, and federal laws as they relate to human resources, financial reporting, and school operations.
8. Special projects as directed.
9. Conduct/and or monitor employee orientation for new employees. Ensure compliance with Federal and RI employment laws, IRS Codes, and relevant statutes.
10. Monitor the payroll activity for employees.
11. Assist with the reconciliation of funds and the accounting records for the town and school. Prepare and post adjusting journal entries.
12. Work with outside agencies as needed.

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## **Requirements and education:**

1. Knowledge of software packages for general ledger, payroll, spreadsheets, and word processing.
2. Educational courses in accounting or related field; or extensive experience with municipal and school operations. Bachelor degree in accounting preferred.
3. Experience with human resources policies and procedures.
4. At least 3 years’ experience in a government financial environment. UCOA experience a strong plus.
5. Proficient in Excel, Word, and Microsoft products is required.

## **SKILLS & ABILITIES:**

1. Ability to establish and maintain effective working relationships with residents, outside auditors, employees, and state and federal agency representatives.
2. Ability to prepare and create routine reports and schedules.
3. Must possess strong interpersonal skills communicating effectively both orally and written.
4. Must be able to work independently and have strong organizational and analytical skills.
5. Must be able to work accurately and efficiently in a detail-oriented and deadline driven environment.