



JOB POSTING TOWN OF WRENTHAM

ASSISTANT TOWN ACCOUNTANT

The Town of Wrentham is seeking a qualified Assistant Town Accountant to assist the Town Accountant with the statutory duties and responsibilities and accounting records of appropriations, expenditures, receipts, assessments, levies, and abatements issued by Town departments. Appointed by the Town Administrator and under the administrative direction of the Town Accountant, the Assistant Town Accountant performs the duties and responsibilities in accordance with Massachusetts General Laws, town policies, bylaws, Massachusetts Department of Revenue regulations and federal law.

Duties include but are not limited to: Assists the Town Accountant with the day-today municipal accounting functions of all Town departments including but not limited to maintenance of all related financial records through posting to the general ledger and subsidiary ledgers, assists in preparation of complex accounting calculations, process regular journal entries, prepare financial and budgetary reports for all funds and departments. Reconciles cash and receivables with the Treasurer/Collector as well as other miscellaneous monthly reconciliations. Oversees the Accounts Payable and 1099 reporting functions. Works with Town Accountant to interpret and apply relative local, state and federal regulations and requirements, collects data, prepares reports and supervises accounts. Liaison to auditors, town departments, boards and committees for budget submission and financial software vendor. All other duties as required.

Qualifications and Experience: Minimum of Associate's Degree in accounting, finance, business administration or related field (Bachelor's preferred). Three to five years of responsible experience in accounting or financial management, municipal experience preferred; or equivalent combination of education and experience. Working knowledge of accounting and financial software; SoftRight experience is preferred. Knowledge of Chapter 44 Municipal Finance, GASB, MGL Chapter 30B, helpful. Highly proficient in Excel.

Salary: Full-time, Benefit eligible, non-union, exempt position. Salary range: \$60,000 - \$65,000.

Ways To Apply: [CLICK HERE TO APPLY](#) or Email Resume and Cover Letter to HR@Wrentham.ma.us ***open until filled; first round resume review will take place on August 2, 2021.***

POSTED: JULY 13, 2021

Equal Opportunity Employer

The Town of Wrentham accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.