

Town Accountant

MISSION STATEMENT:

To maintain a complete and accurate financial record of all town receipts and expenditures. Administers the appropriation of budget line items, insurance claims and chairs the Town's Contributory Retirement System.

DESCRIPTION OF SERVICES:

The Town Accountant is responsible for maintaining a complete set of financial records for all town accounts, appropriations, debts, and contracts; maintains a general ledger and journal for the recording of all transactions. Has full audit responsibility for all town department receipts and expenditures; audits Treasurer's cash and assists in outside audit.

Monitors expenditures of all town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditure and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer's cash balance with General Ledger cash balance; reconciles cash balances of all Trust Funds; oversees preparation of weekly warrants for payrolls and accounts payable for review by the Administrator.

Oversees and participates in the posting of weekly warrants in ledger; posts cash receipts in ledger as received and monthly entries in journal. Assists other town officials in monitoring the town's financial condition; notifies departments of expenditures and account balances on monthly basis (weekly); makes recommendations to improve financial condition.

Compiles and submits required state and federal reports during and at close of fiscal year; prepares annual balance sheet and breakdown of cash receipts; prepares annual reports for town report. Answers questions from departments, Town Council and general public regarding town finances and/or accounting procedures.

Budgeting: Prepares expenditure estimates and provides detailed revenue estimates to the Town Manager for the annual budget. Assists and interprets and administers labor contracts and administrative directives as set by the Town Manager.

Oversees the daily administration of property, liability and workmen's compensation insurance. Files all necessary claims forms and coordinate receipt of benefits. Works closely with loss control personnel to reduce or eliminate risks.

Oversees the Town retirement system with other Board members.

HIGHLIGHTS:

- Inventoried all the town fixed assets
- Double digit pension returns over the last four consecutive years
- Participates in the Revenue and Expenditure forecasts with the Town Manager

BUDGET ISSUES:

- Reduced training budget
- Lack of staff to handle the increase in technical work required by new government accounting standards
- Lack of staff to manage insurance claims for entire town

STAFFING:

1 Accountant, 1 Assistant Accountant, and 1 part-time clerk (25 hr/week)
Assistant

Element Totals	FY2006 Expended	FY2007 Appropriated	FY2008 Dept Request	FY2008 Recommend
Compensation	143,316	152,563	159,097	159,097
Expenses	65,491	53,060	55,558	53,060
Total	208,807	205,623	214,655	212,157

Accounting Department

