



TOWN OF BELMONT Employment Opportunity

The Town of Belmont is now accepting applications for the **full-time** position of:

TOWN ACCOUNTANT

Salary Range: \$84,858.55 - \$114,807.38

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by **November 6, 2020**

The Town of Belmont (population 26,123; budget \$132 million) seeks qualified applicants for the full time (40 hours) position of Town Accountant. This position is appointed to a three year term by the Select Board, and reports to the Town Administrator.

Responsibilities include the development and implementation of the Town's accounting system and procedures; providing timely and accurate financial information and ensuring the integrity of the financial data by instituting proper internal controls; ensuring that no claim or payable against the Town is fraudulent, unlawful, or excessive, as prescribed by Massachusetts General Laws. Also is responsible for maintaining a complete set of financial records for all Town accounts, appropriations, debts and contracts; and maintains a general ledger and journal for the recording of all transactions and subsidiary ledgers. Also monitors expenditures of all Town funds; examines all vouchers, department bills and payrolls for appropriateness of expenditures and for accuracy and availability of funds before payment by Treasurer; reconciles Treasurer's cash balance with General Ledger cash balance.

The successful candidate will be a customer-service oriented individual with strong communication skills and a bachelor's degree in accounting, business administration, finance or public administration or related field plus five or more years of relevant accounting experience. Working knowledge of the Mass General Laws governing municipal finance and procedures, GASB regulations, a minimum of two years of supervisory experience, and the ability to attend evening board and committee meetings is required. Working knowledge of MUNIS software is highly desirable. Must possess, or have ability to obtain within one-year of hire, Certification by the Massachusetts Municipal Auditors and Accountants Association.

The starting salary range is \$84,858.55 - \$114,807.38. Town Hall Hours are Mondays, 8:00 a.m. to 7:00 p.m.; Tuesdays, Wednesdays and Thursdays, 8:00 a.m. to 4:00 p.m. and Fridays, 8:00 a.m. to 12:00 p.m. This position qualifies for the Town's comprehensive benefits package, including health, dental and life insurance, as well as paid vacation, sick, personal, and holiday leave. This position also qualifies for the Town's pension system.

Cover letters, Town of Belmont job application (*required*) and resumes accepted at the Human Resources Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax (617) 993-2741 by the closing date of **November 6, 2020**. The Town of Belmont is an Equal Opportunity Employer.



Application Process

All applicants are **required** to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov