TOWN OF HOPKINTON PERSONNEL REQUISITION **REQ NUMBER: FY12-02**

Please check appropriate box in each column.

X Budgeted	☐ Addition	X Full Time	X Regular	X Exempt	X Nonunion	☐ Independent Contractor
☐ Non-Budgeted	X Replacement	☐ Part Time	☐ Temporary	☐ Non-Exempt	☐ Union	☐ Agency Temp

Annual Salary Budgeted:	$53,113	Starting Month Budgeted:	July
Position Title:	Assistant Town Accountant	Work Schedule:	M-F 8:00am-4:30pm
Department:	Finance/Accounting	Location:	Town Hall
Reporting Supervisor and Title	TBD	Employee Being Replaced:	Janet Mackay
Date Position Vacated:	Upon Hire of Replacement	Reason Employee Leaving Position:	Internal Transfer to Town Clerk Office
Estimated Start Date:	September 1, 2011	Completion Date (Temporary):	

ALLOCATION OF WAGES: All budget information must be completed.

Cost Center	Account / Authorization Number	%	Explanation for Account / Authorization Use
135		100	
		100%	

COMPENSATION: Must be completed by Human Resources for all non-union positions.

Human Resources: Incentive Comp Level and Market Price must be approved by Town Manager

Incentive Comp Level: _____ Job Code: _____ Title: _____

Market Price: Min: _____ Mid: _____ Max: _____

APPROVALS: Please have approvals completed in the following order:

1. Hiring Supervisor or Hiring Manager — Date
2. Director, Human Resources — Date
3. Town Accountant — Date
4. Town Manager — Date

Finance Department Only	Payroll Department Only	For Human Resources Use Only
Reviewed by:	Entered by:	
Date:	Date:	Employee #: Employee Name

Please complete this form or attach detailed job description.

Responsibilities ***Include scope of position and fundamental responsibilities.***	
	The purpose of this position is to provide administrative, auditing, and technical support to the Finance Director/Town Accountant. In accordance with Massachusetts General Laws, Chapter 41 Section 49A, this position may, in the absence of the Finance Director/Town Accountant, perform his/her duties and when performing such duties shall have the powers and be subject to the requirements and penalties applicable to him/her. Errors could result in delayed or over-payment of vendors, negative management letter comments, and adverse employee and departmental relations. If reconciliation of accounts payable submissions does not occur, errors could result in significant costs to the town as well as adverse employee and departmental relations.
	1. Reviews all accounts payable requests by Departments assuring that payments to vendors are not fraudulent, unlawful or excessive in compliance with Massachusetts General Laws and all contracts entered into by the Town. 2. Review all accounts payable requests by Departments for appropriation intent and balances. 3. Communicates questions and requests additional information/back up from departments justifying such requests for payment. 4. Processes accounts payable batches and compiles accounts payable warrant and invoices/purchase orders for approval by the Finance Director/Town Accountant and Town Manager. 5. Responsible for maintaining information and processing 1099s. 6. Any financial analysis required by the Finance Director/Town Accountant. 7. Maintains a complete set of manual and electronic financial records for all Town accounts, appropriations, debts and contracts. 8. Acts as a liaison between the Finance/Accounting Department and other departments. 9. Performs other duties as needed.
Qualifications ***Please include level of education, years of experience, software knowledge and other necessary skills required.***	
	Required Experience, Skills, Knowledge and Abilities: Must be able to exercise independent judgment on a variety of complex, highly responsible routine and substantial non-routine work requiring creative ability to problem solve. Must be very proficient in the use of automated financial software as well as pc based software applications. It is essential that this position maintain confidentiality, establish a good working relationship with all town departments, boards, committees, and commissions. **Education, Training, Special Licensure/Certification Requirements:** Associates Degree with three to five years experience in finance, accounting, or other related field with particular emphasis on automated financial systems and Windows-based software applications. Any equivalent combination of education and experience. Experience in the municipal sector a plus.

Position Justification

In justifying this position, please articulate how this position impacts your department and the Town as a whole. Please consider financial impact, customer service, risk management and major projects the position will support.

	Due to the complex nature of municipal finance and the large amounts of accounts payables and receivables utilized by the Town, it is important to have an individual trained in the handling of the day to day transactions of the organization.
	Having an Assistant Town Accountant provides necessary support to the Finance Director/Town Accountant, and by handling the daily transactions of the organization the Finance Director/Town Accountant is able to perform more sophisticated accounting procedures and provide the necessary financial analysis and planning that is required by the Town of Hopkinton.

Position Justification during a hiring freeze

In justifying this position, please articulate how this position impacts your department and the Town of Hopkinton as a whole. Please consider financial impact, customer service, risk management and major projects the position will support.

The Assistant Town Accountant performs a variety of technical and highly complex clerical, accounting and administrative functions related to the maintenance of the town's financial records.

In order to maintain and improve upon its already excellent bond rating, accounts payable must be processed in a timely manner and all records must be kept according to a variety of Federal, State and local regulations.

Further, due to the vacancy in the Finance Director/Assistant Town Accountant position, it is critical to have an employee working full-time in the Finance/Accounting department. The Town realizes that the time frame to fill the Finance Director/Assistant Town Account position will be a shorter one than the time required to fill the Finance Director/Town Accountant position.