

**Town of Natick  
Job Description**

<b>Position Title:</b>	Assistant Comptroller	<b>Grade Level:</b>	4
<b>Department</b>	Comptroller	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Comptroller		

**Statement of Duties:** The employee is responsible for ensuring all accounts payable procedures are followed each week along with related tasks. E.g. requisitions and purchase orders, budget input, track Liuna data, report all warrant amounts and void checks to T/C office, understands year end closing procedures and deadlines, etc.

**Supervision Required:** The employee functions independently under general supervision, developing work schedule and setting priorities, referring complex policy issues to Comptroller.

**Supervisory Responsibility:** The employee is a professional/technical employee, supervising a small administrative/support staff, making work assignments, training, and evaluating their performance. All staff work at same location and during same work hours.

**Accountability:** The employee is accountable for timeliness and accuracy in all aspects of their work. Is also accountable to Comptroller’s staff, and other finance staff, to ensure information is properly communicated to all appropriate staff members.

**Judgment:** Employee is expected to use best judgment in all situations and refer to the Comptroller for complex issues.

**Complexity:** Incumbent is responsible for preparing complex, technical analysis and ensuring strict adherence to appropriate statutes, while maintaining a strong customer service focus.

**Confidentiality:** Employee must understand and adhere to strict confidence. No disclosure of financial, or interpersonal, information is allowed without permission from Comptroller

**Work Environment:** Duties generally provide for a normal office environment, free from extremes in temperature, noise, odors, etc. Incumbent may spend extended periods at computer terminal or on telephone, or operating other office machines requiring eye-hand coordination and finger dexterity. Incumbent will be required to lift and carry files, documents, records, equipment, etc. and will be required to travel within the Town and to neighboring towns.

**Nature and Purpose of Contacts:** Primary contacts are with the Town Comptroller, Treasurer/Collector and Assistant Treasurer/Collector, and department heads for the purpose of reconciling records and exchanging important information relating to fiscal issues and problems, and with individual vendors and employees relating to payroll and accounts payable issues.

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**Occupational Risks:** Employee must be able to sit for long periods of time, occasionally bend and lift files and boxes and be able to spend most of the time at work reading a computer screen.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Under the direction of the Town Comptroller, and in accordance with state statutes and Town by-laws, assist the Comptroller in planning, controlling, and directing the financial programs and internal auditing and financial reporting functions of the Town.
- Oversee preparation of or perform a variety of adjusting journal entries, budget allocations, reserve fund transfers, and monthly and annual closing entries. Analyze warrant and budget accounts to ensure accuracy of accounting treatment, and perform random spot checks as needed. Audit Treasurer's cash receipts to verify bank deposits and reconcile with general ledger. Audit departmental accounts payable processing, and research, analyze, and resolve problems with vendors. Coordinate or perform analysis and administration of special revenue funds (federal, state and local grants) and revolving funds. Prepare beginning and closing reports and related schedules, and review appropriations, allocations and expenditures for compliance with grant terms.
- In the absence of the Comptroller, approve and authorize for payment all cash disbursements by the Town. Prepare a weekly warrant authorizing payment by the Town Treasurer; and sign weekly accounts payable and payroll warrants and manual check requests in the Comptroller's absence. Interpret and enforce federal and state statutes for department heads and staff, regarding bidding procedures, workers' compensation, unemployment compensation, tax withholding, etc.
- Conduct regular internal audits of Town departments to ensure compliance with budget, legal and fiscal controls, and make recommendations for improvement to the Comptroller. Compile and distribute status reports on expenditures to Town departments and agencies, rectifying any discrepancies, and informing department heads of actual and potential deficit situations. Assist the Comptroller in preparing for the annual audit, and ensure prompt and efficient collection of data for the Town's auditors. Assist the Comptroller by compiling statistical and financial data; supervise the preparation of financial reports required by government agencies and Town departments; and maintain records and files as appropriate.
- Oversee and/or perform functions in support of the preparation, production and distribution of weekly, bi-weekly, and monthly payroll for Town and School departments, including checking and verifying department submissions; auditing payroll

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file maintenance changes; and reconciling total payroll figures to detailed departmental submittals and general ledger detail.

- Identify, research, and resolve payroll problems. Monitor payroll processing for compliance with statutes and town policies such as personnel by-laws, union contracts, rates of pay, the U. S. Fair Labor Standards Act, and federal and state tax withholding requirements. Research and maintain records of special payroll-related issues, such as garnishments, workers compensation, unemployment compensation claims, U.S. Labor Department reporting, etc. Oversee preparation of quarterly state and federal reports such as 941's and W-2 forms.
- Plan, schedule and assign work to administrative/support employees. Interview and recommend the hiring of new staff members; provide or arrange for training for subordinates; evaluate subordinates' performance; and recommend personnel actions such as promotions, transfers or disciplinary action to ensure adequate and competent staffing.
- Communicate directly with department heads, employees and vendors in person, by mail and by phone, providing information and resolving problems; prepare miscellaneous reports and forms by developing and compiling data; attend meetings of boards and commissions; and perform other related duties as required.

**Recommended Minimum Qualifications:**

**Education and Experience:** or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- A candidate for this class of positions must hold a Bachelor's Degree in Accounting and have received municipal coursework, plus three (3) to five (5) years relevant professional experience including municipal budgetary, finance, experience, and exposure to automated database management systems.
- Master's Degree is preferred.
- This position requires a working knowledge of Microsoft Office software.
- Knowledge of MUNIS (Municipal Information Systems) is a plus.

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**Knowledge, Abilities and Skill**

Knowledge:

- Extensive knowledge of general accounting concepts and procedures, including automated systems.
- Working knowledge of the laws and regulations relating to Massachusetts municipal financial management. (MGL Ch. 44)
- Working knowledge of computer operations and their application to municipal accounting and auditing functions.

Abilities:

- Ability to learn and apply municipal accounting procedures.
- Ability to maintain reasonably complex financial records and to provide related information and reports.
- Ability to analyze accounting information and to develop and present appropriate recommendations.
- Ability to interact effectively and tactfully with a wide variety of individuals, including management personnel, other department staff, outside professionals and members of the public.
- Ability to communicate clearly and concisely with others, both verbally and in writing.
- Ability to prioritize multiple tasks and deal effectively with interruptions.

Skill:

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

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### **Physical Skills:**

- Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Operates computer, printer, photocopier, check folder/sealer, and other basic office equipment.
- Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.
- May occasionally require lifting and/or moving objects up to 25 pounds.

### **Motor Skills:**

- Ability to use a computer keyboard, calculator and file

### **Visual Skills:**

- Ability to read documents both on paper and on computer screens.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*