

**Town of Natick  
Job Description**

<b>Position Title:</b>	Comptroller	<b>Grade Level:</b>	5
<b>Department</b>	Comptroller	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	Town Administrator and Deputy TA/Finance Director		

**Statement of Duties:**

**Supervision Required:** The employee is appointed by the Board of Selectmen and is responsible to them, but receives broad guidance from the Town Administrator on matters of general Town policy and procedures governing all Town agencies. Guidelines exist in the form of State statutes and regulations, as well as town charter and by-laws, and actions of Town Meeting, relating to appropriations.

**Supervisory Responsibility:** The Comptroller is a managerial employee, supervising an accounting and professional work force, making work assignments, training and evaluating performance. All staff work at same location and during same work hours. Most work can be preplanned and carried out, but there are peaks and valleys to the workload which must be met, and there are occasional unplanned needs that have to be met expeditiously.

**Accountability:** This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

**Judgment:** Work requires examining, analyzing and evaluation facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted municipal finance practices. Guidelines include a large body of policies, practices, and precedents, which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

**Complexity:** Work at this level is of a very complex nature, due to the need for the Comptroller to be watchful over all revenues and expenditures and the legality of transactions and expenditures. Missing fiscal documents and up-to-date personnel information constitute problem areas. Computer programs must be constantly upgraded to meet current demands.

**Confidentiality:** Individual judgment and the application of professional knowledge and experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case.

**Work Environment:** Physical demands are usually not present in this work, but there is stress due to peaks in the workload of the office when deadlines have to be met, requiring the Comptroller to adjust work week accordingly. Evening meetings are intermittent. Constant changes in municipal accounting and auditing work require equally constant training to keep abreast of development, usually obtained through meetings and workshops.

Comptroller Department  
Comptroller  
9/10/14

## **Town of Natick Job Description**

**Nature and Purpose of Contacts:** Primary contacts are with the Board of Selectmen, Town Administrator, Deputy Town Administrator/Finance Director and department heads for many purposes, including reconciling records and exchanging important information relating to fiscal issues and problems. Other contacts are with State and Federal officials having oversight over municipal finance matters, for the purpose of receiving advice on particular situations and for exchanging information.

**Occupational Risks:** Risk exposure is similar to that found in typical office settings.

**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.*

- Performs highly responsible financial management and administrative responsibilities in the planning, organizing and directing of municipal accounting and auditing functions.
- Exercises direct supervision over accounting personnel and procurement officer, making work assignments, checking on work in progress and when completed, training and evaluating performance; schedules and reviews work for completeness and accuracy.
- Performs important municipal and accounting work, such as: recording all revenues, making journal entries covering approved appropriations, maintaining a general ledger and reviewing and approving all expenditures, including those from Federal, State, and other local agencies.
- Compiles and distributes to Town departments and agencies status reports on expenditures, rectifying any discrepancies between office and spending agencies, and informing department heads of actual and potential deficit situations.
- Provides Treasurer with weekly reports on disbursements and alerts when larger than usual amounts are being disbursed; apprises Treasurer of any differences in records between the offices and identifies discrepancies.
- Provides continuous review of accounts and makes revisions as necessary.
- Prepares necessary reports for the Bureau of Accounts, as required, including, but not limited to, Schedules A and 19 as well as indirect costs to the Town.
- Provides annual budgetary information for use by department heads, Town Administrator, Selectmen and Finance Committee.

Comptroller Department  
Comptroller  
9/10/14

**Town of Natick  
Job Description**

- Serves as an ex-officio member of the Natick Retirement Board in accordance with MGL c 32, § 20 (4) (b).
- Performs other related duties of the class, as required.

**Recommended Minimum Qualifications:**

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

- The Comptroller must have a Bachelor's degree in Accounting, Finance, Business/Public Administration or a related field and five (5) years of progressively responsible work experience in accounting and auditing, preferably in local government, at least two (2) years of which must have been in a supervisory or work leader capacity.
- Advanced degree is preferred as well as experience in the capacity of Town Accountant or Assistant Town Accountant.
- The Comptroller must be certified or certifiable as a Massachusetts Municipal Accountant.

**Knowledge, Abilities and Skill**

**Knowledge:**

- Extensive knowledge of municipal accounting and auditing principles, practices and procedures; specifically GAAP, UMAS and GASB regulations.
- Extensive knowledge of the laws and regulations relating to Massachusetts municipal financial management.
- Knowledge of computer operations and their applications to municipal accounting and auditing functions.
- Knowledge of Town government organization including statutory and charter responsibilities of the departments, boards and commissions of the Town.

**Abilities:**

- Ability to analyze and interpret accounting data and information in order to make appropriate determinations of legalities and to keep municipal officials abreast of

Comptroller Department  
Comptroller  
9/10/14

## **Town of Natick Job Description**

the financial condition of their agencies.

- Ability to plan, organize and direct the activities of a municipal wide accounting and auditing system.
- Ability to supervise others, including training, disciplining and evaluating their performance.
- Ability to develop technical financial reports.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to direct and motivate subordinate employees.
- Working with relevant departments, the ability to evaluate and implement computer systems to improve municipal financial management.

### **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.*

### **Physical Skills:**

- There is little or no physical demand needed.
- The ability is required to lift up to 30 pounds.

### **Motor Skills:**

- Duties may involve close hand-eye coordination and physical dexterity.

### **Visual Skills:**

- Ability to read, see, and differentiate between colors.

*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.*

Comptroller Department  
Comptroller  
9/10/14