



TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS

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JOB POSTING
TOWN OF WESTWOOD
STAFF ACCOUNTANT – ACCOUNTS PAYABLE

The Town of Westwood is seeking qualified applicants for the position of Staff Accountant. This position is responsible for oversight of the entire accounts payable function, including training all users and reconciliation and reporting to support the operations of the Accounting Department in the Town of Westwood.

Duties Include but are not limited to: Under the supervision of the Town Accountant, processes accounts payable for all Town departments, including reviewing invoices for accuracy, completeness, and availability of funds. Reviews computer entries made by other departments; reviews all bill schedules from departments and ensures compliance with UMAS accounting requirements; matches invoices to purchase orders; creates vendor codes and maintains vendor lists; enters payments into computerized accounts payable system; produces warrant for approval; posts warrant to General Ledger; stuffs and mails checks with corresponding invoices; produces accounts payable check reconciliation transmittal tape for bank; updates fixed asset schedule; researches errors or problems within accounts payable system; processes all year-end reporting requirements, including 1099 reports; prepares expenditure reports for annual State year-end summary report, Schedule A; prepares monthly expense and revenue reconciliation reports, including budget status, receivables, special revenue and grant activity; reconciles all monthly reports with departments and takes corrective action; reconciles all activity to the departmental records and reports. Communicates with departments to resolve questions and discrepancies; processes Town liability insurance claims, including developing claims tracking systems; prepares journal entries, posts entries to computer and General Ledger upon approval from Town Accountant. Researches questions concerning journal entries and takes corrective action. Assists auditors in locating documents and researching questions; in absence of Town Accountant performs similar or related work as required, or as situation dictates.

Qualifications and experience: Minimum high school education (Associates preferred) including courses in accounting, bookkeeping, and office procedures; two years of accounting or general bookkeeping experience; experience working in a municipal setting desired; or any equivalent combination of education and experience. Qualified candidate should possess knowledge of accounting software applications; working knowledge of general accounting principles and techniques; strong arithmetic skills; general knowledge of the organization and operation of Town departments. Ability to maintain detailed financial records; ability to operate various types of office equipment; ability to perform data entry efficiently and accurately; ability to deal with the general public and other Town departments in a courteous and tactful manner.

Salary and Benefits: 35 hour per week, union, benefit position; salary commensurate with experience. (Current SEIU Grade 5 under review.)

Submit resume to: Personnel Board, Westwood Town Hall, 580 High Street, Westwood, MA 02090 or personnel@townhall.westwood.ma.us by October 15, 2010.

POSTED SEPTEMBER 29, 2010

EQUAL OPPORTUNITY EMPLOYER