



## Town of Belmont Employment Opportunity

### ASSISTANT TOWN ACCOUNTANT

Grade 15 – NON-UNION - Exempt - Full Time – 40 Hours

COMPLETE BENEFIT PACKAGE - \$80,694. - \$97,640.

This position performs skilled accounting, technical, and administrative work in assisting the Town Accountant in the management of detailed financial records.

- Assists the Town Accountant in preparing monthly financial statements and reports.
- Performs a variety of accounting duties to track municipal budgets.
- Reconciles cash for all funds with the Treasurer's Office.
- Assists in preparation and review of schedules required for all GASB pronouncements.
- Assists the Town Accountant in the preparation of all Town financial statements and reports.
- Prepares books of original entry for automated general and subsidiary ledgers. Performs journal entries and monthly reconciliations.
- Assists in review of contract documents for compliance.
- Reviews, approves, and processes requisitions for all Town departments. Responsible for year-end closing.
- Assists in internal audits of department cash receipts.
- Monitors legal compliance and expenditures for all funds and all projects in accordance with Massachusetts General Law and Federal laws.
- Assist the department as needed.

*Complete Job Description available upon request.*

Bachelor's Degree in Accounting, Finance or Economics; five years of progressively responsible related public finance experience; or an equivalent combination of education and experience. Experience in MUNIS financial programs software desirable.

Submissions accepted and reviewed at the Town's Human Resources Department  
455 Concord Ave, Belmont, MA 02478  
e-mail to [humanresources@belmont-ma.gov](mailto:humanresources@belmont-ma.gov)



## Application Process

All applicants are required to complete a Town application form, available from the Town's website, [www.belmont-ma.gov](http://www.belmont-ma.gov), by emailing [humanresources@belmont-ma.gov](mailto: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.

Some full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. ALL positions will 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](mailto:humanresources@belmont-ma.gov)