



# Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776  
Telephone (860)-355-6089 – Fax (860)-355-6031

## JOB CLASSIFICATION DESCRIPTION

**Job Title:** P/T Staff Accountant

**Salary Group:** Non-Union  
Part-Time up to 24 hrs/wk

**Job Summary:** The Staff Accountant is responsible for performing a variety of duties including reconciling general ledger accounts, internal and external financial reporting and analysis, banking reconciliation, budget analysis, annual budget preparation assistance, year-end closing, and audit assistance, as well as, other accounting duties typical of a municipality. While fulfilling these duties, the Staff Accountant will maintain accuracy and provide timely, relevant financial information in accordance with generally accepted accounting principles (GAAP), Town Charter, and internal policies and procedures.

**Supervision Received:** Works under the direction of the Finance Director.

### Essential Job Functions:

- Records complex and compound journal entries and recording of accruals;
- Assists the Finance Director in monthly and fiscal year financial close activities including preparation of balance sheets and financial statements involving multiple accounts;
- Analyzes and interprets accounting records and reports; reconciles accounts and balances.
- Assists higher level staff in planning, design and implementation of accounting procedures or systems;
- Assists Finance Director with year-end closing procedures;
- Assists in budget management by compiling and reviewing departmental budget proposals, preparing estimates and calculations of projected expenditures and allotments, and preparing reports;
- Assists in the yearly audit process, providing any requested information accurately and timely;
- Utilizes EDP systems (e.g. MUNIS) for financial records, reports and analysis;

### Knowledge, Skills, and Abilities:

- Knowledge of generally accepted accounting principles (GAAP) and practices including knowledge of governmental accounting and budgeting;
- Knowledge of basic auditing principles and practices;
- Demonstrated interpersonal skills;
- Exceptional verbal and written communication skills;
- Demonstrated ability to prepare, analyze and evaluate financial statements and other accounting records and reports accurately and on time;
- Possess strong task management, attention to detail, and prioritization skills;
- Proficient in Microsoft Office suite with advanced Excel skills.
- Demonstrated ability to utilize electronic systems for financial management (e.g., MUNIS) for financial Management;
- Demonstrated ability to deal with various levels of Town officials, employees and the public in a professional, effective and courteous manner both in person and over the phone;
- Demonstrated ability to meet deadlines and prioritize work projects in a timely fashion;;
- Incumbents must be able to perform the duties of the class.

- Incumbents will work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis.

**Education, Training and Experience:** Two (2) years' experience in a busy accounting office or with a governmental agency. BA/BS in Accounting. Veterans preferred

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an “X” in each box that is appropriate to your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>	<b>CONSTANTLY (C)</b>			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			<b>Physical Strength:</b>				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			<b>Environmental Conditions:</b>				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity	X			
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids	X			
Repetitive Motion			X		Exposure to Dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical Danger	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Drafted: November 2017  
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