

The Town of New Milford is hiring! Our Finance Department is currently accepting applications for the position of Staff Accountant. This position holds an accounting function that requires experience with bank reconciliations, general ledger accounting, banking relations, assistance with year-end audit, bonding, and the assistance in the development of the Town budget. We are looking for a strong accountant with at least 2 years of accounting experience. The Town offers an exceptional compensation package, including \$80,000 salary, Health, Dental, and Vision insurance, a Defined Contribution plan with Town contribution and paid time off. Qualified and interested applicants must submit a Town of New Milford employment application and resume to: Personnel@newmilford.org. Applications must be received by 4:00 p.m. January 27, 2023

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Staff Accountant

Bargaining Unit: Non-Union

FLSA Designation: Exempt

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), the Town Charter, and internal policies and procedures.

Supervision Received: Works under the direction of the Finance Director and receives direction from the Comptroller in the Finance Director's absence.

Examples of Essential Duties:

- Records complex and compound journal entries and recording of accruals;
- Responsible for 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; reconcile 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;
- Recommends accounting related improvements to business practices such as accounting controls and financial reviews;
- Utilizes EDP systems (e.g. MUNIS) for financial records, reports and analysis;
- Assists with implementation of financial aspects of Munis or other financial systems.

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.

Minimum Qualifications:

Two (2) years' experience in a busy accounting office or with a governmental agency. Ba/BS in Accounting. CPA or CPA candidate a plus.

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.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception		X						
Standing		X			Color Distinction		X						
Walking		X			Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
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			Environmental Conditions:								
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.