

# TOWN OF SOUTHBOROUGH



## OFFICE OF THE SELECT BOARD

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### ASSISTANT TOWN ACCOUNTANT

The Town of Southborough seeks applicants for the position of Assistant Town Accountant, who reports to the Town Accountant. This 40 hr. position requires a flexible person experienced in record-keeping and organizational skills. Duties include: answering inquiries from town departments and vendors, maintaining financial records, assuring all financial transactions are done according to appropriate regulations, process weekly payables, assist in posting cash receipts and monitoring departmental budgets for accuracy, work closely with the school personnel to communicate and resolve school payable issues and file transactions, prepare monthly financial reports, process journal entries and reconcile with Town departments as needed. Frequent collaboration is required with the Treasurer/Collector's office on all financial matters. A meticulous skill set is needed to compile, research and analyze annual capital expenditures to prepare reports and back-up to use for Capital Asset reporting.

Educational requirements: An Associate degree in accounting or business administration or related field, with four to six years of progressively responsible experience in professional and/or municipal accounting; or an equivalent combination of education and experience. Familiarity with VADAR financial software is ideal. Great benefits program and a pleasant working atmosphere provided. This position pays approximately \$30/hr. Please send resume and references by Friday, August 25, 2023 to [personnel@southboroughma.com](mailto:personnel@southboroughma.com) or apply online at: <https://www.southboroughtown.com/191/Employment-Information>.

*The Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local law*