

## **Town of Old Saybrook – Job Description**

**Title:** Accountant  
**Department:** Finance  
**Salary:** Grade 10, 40 hrs/wk, \$53,830  
**Date:** November 2016

### **Position Description:**

This position is responsible for processing payroll, maintaining and overseeing bank reconciliations, entries into the general ledger, and analysis of accounts. Ability to apply knowledge of GAAP to all work performed. Works directly with all Town staff and consults on general ledger issues. Support for other finance personnel.

### **General Duties:**

- Prepares monthly bank reconciliations.
- Posts activity directly in the Accounting System, including Journal Entries and Purchase orders, as deemed necessary.
- Reconciles activity between Payroll System and Accounting System, as well as posting necessary payroll journal entries into the Accounting System.
- Processes Payroll.
- Assists in the Budget preparation.
- Assists in the maintenance of the Accounting System, as well as general ledger controls.
- Reconciles accounting information for various grant award programs, including request for grant reimbursements.
- Assists in preparation of documents for Auditors as well as producing appropriation schedules for year-end Financial Statements.
- Responsible for assisting the Finance Director in compiling information for the Capital Improvement Program.
- Completes various Finance projects as needed.
- Assists all town departments with inquiries, as well as providing training and instruction.
- Performs other related functions as assigned or required.

**Supervised By:** Finance Director

## **Qualification Skills:**

Bachelor's degree in Accounting with three years of responsible accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

- Experience with municipal Fund accounting.
- Experience with payroll processing and submission of applicable tax reports.
- Experience with high functioning accounting software systems required. Experience with municipal accounting software systems, preferably SunGard eFinancePLUS, is preferred.
- Requires the ability to perform data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as budgets, bills, invoices, reports, inventories, ordinances, contracts, manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the First Selectman, Board of Selectmen, Board of Finance, Director of Finance, Directors of all Departments, auditors, bankers, vendors and the public.
- Requires proficiency in a variety of standard computer operating systems including; word, excel, access, power-point, outlook and municipal accounting systems

**License or certificate:** must possess a Connecticut driver's license and be able to successfully complete a complex background investigation.

If interested in this position, please submit an Employment Application along with your resume by December 9, 2016 to

Lee Ann Palladino  
Finance Director  
Town of Old Saybrook  
302 Main Street  
Old Saybrook, CT 06475

or by email at [LeeAnn.Palladino@OldSaybrookCT.gov](mailto:LeeAnn.Palladino@OldSaybrookCT.gov)