

The Turners Falls Fire District is seeking a District Accountant who is an integral part of the team working with the Fire and Water Departments ensuring effective and efficient municipal operations. This position reports to the Prudential Committee. The District's FY22 budget is approximately \$3.2 M.

This is a 35 hour/week position. Salary range is \$60,000-\$65,000.

Bachelor's Degree in Accounting or related field is required and at least three years of experience in accounting or financial management with preferably municipal experience. Familiarity with Massachusetts General Laws pertaining to municipal operations is a plus.

Please mail cover letter along with resume **by June 30, 2021** to:

Prudential Committee  
Turners Falls Fire District  
226 Millers Falls Road  
Turners Falls, MA 01376

We are an equal opportunity employer.

The District Accountant's essential duties are, but not limited to:

- Processing all financial information for the District including weekly payment of invoices, bi-weekly payroll processing, preparation of required payroll reports for state and federal agencies, and reporting of all revenues collected and funds expended in a timely manner, in accordance with the annual budgets for general, special revenue and other funds and

maintaining these books of original entry in compliance with the Uniform Municipal Accounting System

- Providing timely and accurate financial information and ensuring the integrity of the financial data by instituting proper internal controls and ensuring that no claim or payable against the District is fraudulent, unlawful, or excessive, as prescribed by Massachusetts General Law
- Providing guidance on Massachusetts General Laws relating to governmental accounting
- Reconciliation of all balance sheet accounts and preparation of the District's annual financial statements and schedules, and overseeing the annual independent audit along with providing appropriate schedules and analysis
- Preparing the warrant and motions for the annual District meeting along with the Annual Report
- Preparing and analyzing required financial information, reports and schedules for the annual tax recapitulation and free cash certification
- Administrating employee benefits, including health insurance, flex plan, 457b plan
- Assisting in the preparation of the District's annual budgets
- Maintaining District records and proper disposition of old records
- Composition of correspondence requiring judgement as to content, accuracy and completeness
- Assisting in the management of the District's streetlights and acting as liason with Eversource
- Providing back up for Water Collector/Clerk in her absence

- Submitting census reports and other information as required to appropriate federal and/or state governments
- Attending 2 monthly meetings after hours- typically not more than an hour each.
- May be required to lift objects such as files, boxes of paper or office supplies weighing up to 25 lbs.