

**GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT**  
**ACCOUNTANT**  
**(FLSA: Exempt)**

Starting Salary: \$81,952 annually

**DEFINITION**

Position is responsible for performing professional, administrative, and technical work in ensuring the efficient and proper recording and maintenance of financial records, payroll, approving all financial payments, controlling expenditures of all District funds and auditing financial records and transactions.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Develops, maintains, monitors and prepares reports of District financial records and requirements, including but not limited to records of revenues, expenditures, and investments, depreciation schedules in accordance with applicable laws, GAAP, and GASB; develops and implements District accounting, management and reconciliation; maintains District ledger; reconciles cash and receivables between financial institutions and the District general ledger records; prepares all financial statements, including those audited by independent auditors. Prepares invoices in accordance with terms established in applicable agreements and manages accounts receivable. Maintains capital asset and depreciation schedules. Develops, maintains and updates accounting system and procedures to ensure efficient operation.
- Prepares government financial reports including weekly payroll reporting to IRS and MA and prepares quarterly reports and correspondence regarding unemployment, sales tax reporting and MA Health Insurance Responsibility Disclosure (HIRD) reporting; prepares all year end payroll reports and ACA 1094-B; completes other reports such as E-3 census, the F-3 Form and OPEB annually with MA DOR and federal agencies.
- Responsible for employee payroll reports and calculations; calculates wages and salary amounts for Executive Secretary to report to payroll firm; calculates, monitors, reports and disburses funds for New Bedford retirement, HSA, 457 and OBRA withholdings; calculates all health and vision insurance contributions and withholdings (pre- and post-tax); supervises the reporting of payroll to ADP and verifies accuracy; prepares 1095-B's, W-2's and 1099's.
- Performs Human Resource coordination functions; processes onboarding paperwork for all new hires; coordinates compliance with local, state and federal regulations; coordinates employee benefit programs including but not limited to health insurance, vision insurance, Medicare, life insurance and deferred compensation programs; coordinates annual open enrollments for insurances; serves as District liaison New

Bedford Retirement Board; serves as primary contact for employees with Human Resource questions.

- Prepares annual OPEB calculation utilizing third party software.
- Coordinates work of independent auditors at year end; review and coordinate with District staff in responding to any requests from external auditors for information; serves as liaison to yearly workmen's compensation audits.
- Performs other related duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction by Executive Director, the employee works from policies, goals, and objectives; establishes short-range plans and objectives, departmental performance standards and assumes direct accountability for department results; consults with the supervisor only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee exercises control in the development of departmental policies, goals, objectives and is expected to resolve all conflicts, which arise and coordinate with others as necessary.

### **SUPERVISION EXERCISED**

The employee provides guidance and training to another worker in accomplishing assigned work related to payroll, accounts payable, and personnel file management.

### **JUDGEMENT AND COMPLEXITY**

Procedures only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, regulations, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be applied.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are with co-workers, vendors, customers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

### **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in accounting, finance, or related field with five years of related experience, or any equivalent combination of education and experience.

Massachusetts Accountant and Auditors Certification as a government accountant desirable but not required.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of complex accounts maintenance systems, bookkeeping, federal, state and local regulations pertaining to the position; thorough knowledge of payroll and accounts payable functions; knowledge of District operations, general municipal governmental organization, procedure, function and regulation.

Abilities: Ability to use office equipment and computer systems used by the office, manage multiple tasks, pay attention to details, and meet deadlines despite interruptions; ability to prepare financial reports; ability to manage multiple tasks effectively within time and priority constraints, despite interruptions; ability to maintain confidential information, work independently, take initiative; ability to follow instructions.

Skills: Accounting, organizational, written and oral communication and customer service skills.

## **WORK ENVIRONMENT**

The majority of work is performed in an office setting with occasional exposure to outside elements. Noise or physical surroundings may be distracting.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.