# TOWN OF NORFOLK

**ONE LIBERTY LANE**
**NORFOLK, MASSACHUSETTS 020056**
Town of Norfolk

## Assistant Town Accountant

The Assistant Town Accountant reports to the Finance Director. Responsibilities include auditing and processing the weekly warrant for payroll and accounts payable; coordinates and administers employee benefits including but not limited to health, life and dental insurance, deferred compensation; coordinates with participants and benefit providers to implement benefits and/or resolve problems; reconciles cash receipts with the Treasurer on a monthly basis; maintains accurate and detail records of all transactions including year end longevity reports, health, life and dental insurance reconciliation, wage increases and payroll deductions. Work requires understanding, interpreting and applying complex federal, state and local regulations. There is daily contact with town employees, retirees, other town departments and insurance representatives to give or receive information regarding employee benefits or to respond to inquiries, requests or complaints. This position has full access to confidential information including lawsuits, town-wide personnel files and town-wide payroll. In the event of absence of the Finance Director/ Town Accountant, the Assistant Town Accountant assumes all department manager duties including signing payroll and accounts payable warrants. The Assistant Town Accountant assists the Finance Director with the preparation of the required reports including Schedule A, Balance sheets, and Tax Recap. This position requires a B.S. in accounting or finance, or equivalent work experience in Municipal accounting, including knowledge of the Uniform Municipal Accounting System. Proficiency in Excel and MUNIS strongly preferred. This is a 4 day work week of Monday through Thursday, 40 hour a week position. The minimum starting salary is $51,584 and will be based on qualifications and experience.

*To apply candidates must forward a cover letter, resume and salary requirements to* jobs@virtualnorfolk.org *by November17 ,2015*

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