



**Town of York**

**Job Posting - Please Post**

**Posting Date ~ May 9, 2017**

**STAFF OPPORTUNITY**

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**Accountant (2)**

**Position:** Accountant (2)

**Reports to:** Finance Director

**Proposed Grade:** \$825.80 - \$1,382.48 DOE/DOQ

**Hours:** 40 hours per week

**Department/Location:** Finance/Town Hall

**Nature of work:** Job Description Attached

**Application Deadline (internal):** May 26, 2017 or until filled.

**Starting Date:** As soon as possible

**Interested applicants should resume and cover letter to:**

Name: Liam Gallagher, Human Resources Director

Address: Town Hall, 186 York Street, York, Maine 03909

Telephone: 363-1000      email: lgallagher@yorkmaine.org

\*\*\*\*\* THE TOWN OF YORK IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\*\*\*



Solid knowledge of principles of accounting is needed. Preference will be given to those with fund accounting/municipal experience and audit experience.

***Required Knowledge, Skills & Abilities***

- Ability to specialize in payroll or accounts payable function at the discretion of the Finance Director with the ability to become proficient in both positions.
- Solid knowledge of payroll operations, regulations and methods with the ability to ensure the efficient and timely delivery of employee payroll operations and overview.
- Excellent oral and written communication skills and an ability to effectively interact with, and provide information to, employees, management, elected officials, outside vendors and local, state and federal officials/agencies.
- Ability to attend occasional, local evening meetings.
- Excellent customer service, telephone and interpersonal skills with the ability to deliver exceptional service and resolve customer/taxpayer/vendor disputes in a calm, respectful and positive manner.
- Basic understanding of due to/due from accounts
- Knowledge of Federal Grant processing and related drawdowns.
- Knowledge/understanding of interfund accounting.
- Knowledge/understanding of revenue and expense recognition in accordance with GASB and GAAP.
- Proficient in basic accounting functions with a thorough knowledge of revenue and expense accounts.
- Self-motivated with strong organizational skills, the ability to work independently, multi-task, prioritize daily workload, as well as successfully manage and develop higher-level Finance responsibilities.
- Must be able to effectively work in a team-oriented environment and maintain a positive and professional demeanor under deadline pressures in a fast paced and ever changing environment.
- Ability to maintain strict confidentiality as it pertains to protected or privileged information.
- Advanced proficiency in the following computer software/applications: Microsoft Office: Word, Excel, and Outlook
- Must show willingness and ability to learn new software applications as needed.
- Ability to successfully complete any required training.

***Physical and Mental Requirements***

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical Requirements:* Sufficient speech and hearing are needed to convey and receive information over the phone, computer and in person. While performing the duties of this job, the employee will stand, sit, talk, reach with hands and arms, as well as use hands to finger, handle or feel objects, tools or controls. The employee must be able to lift up to 10lbs and have sufficient vision to perform the job.

*Mental Requirements:* While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with staff, officials, the public, and outside agencies.

*The information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned as requested by the Finance Director or their representative.*