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| <b>Title:</b> Staff Accountant         | <b>Adopted:</b> July 24, 2026  |
| <b>Reports to:</b> Treasurer/Collector | <b>FLSA Status:</b> Non-Exempt |

### **Summary**

Under general supervision of the Treasurer/Collector and the District Manager, performs varied accounting duties in support of Water District operations and participates in implementation and maintenance of computerized financial systems and accounting records.

### **Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various types 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.*

- Assists in the development, implementation, and maintenance of computerized financial systems; interface with all divisions within the Water District, outside consultants, State and Federal agencies, and service providers relative to data processing systems and procedures.
- Reviews and processes invoices for payment.
- Reconciles funds on a monthly basis.
- Maintains files of all original contracts entered into by the Water District and submits accounting reports for Annual Report.
- Maintains central accounting and bookkeeping records.
- Audits and maintains a variety of files and filing systems; prepares, maintains and updates various records, including utility costs and clothing allowance.
- Analyzes current accounting policies and procedures; recommends changes for improvement.
- Responds to information requests, researches and interprets data, and answers accounting and financial questions.
- Supports Treasurer/Collector, District Manager, Deputy District Manager, and MIS Coordinator as needed.
- Calculates weekly final water readings and processes receipts for closing.
- Answers customer and vendor inquiries in person, in writing, or over the phone.
- Responsible for providing regular updates to and engaging with customers through the District's Customer Relationship Management (CRM) software.
- Implements monthly and annual General Ledger closing. Meets processing and reporting deadlines.
- Prepares reports for annual audit. Supports auditors requests for additional information.
- Completes special projects and performs any and all similar or related work as required, directed, or as situation dictates.

### **Minimum Qualifications**

Associate's Degree in Accounting or related field, Bachelor's Degree in Accounting preferred. Must have a minimum of three years of bookkeeping, accounts receivable, and/or accounts payable experience, or an equivalent combination of education, training, and experience.

### **Knowledge, Ability, Skill**

*Knowledge:* Basic knowledge of the principles and practices of municipal accounting and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications for accounting and financial management. Basic knowledge of Generally Accepted Accounting Principles

(GAAP). Basic knowledge of the principles and practices of bookkeeping methods and procedures. Thorough knowledge of office procedures, practices and terminology. Knowledge of office equipment and the operation of computer software applications.

*Ability:* Ability to establish and maintain cooperative relationships with district employees and agency officials. Ability to manage several responsibilities at one time. Ability to communicate effectively and efficiently, verbally, and in writing and to work effectively under time constraints to meet deadlines. Ability to coordinate and to establish and maintain effective working relationships with the general public, banking institutions, real estate professionals, legal counsel, vendors, contractors, other town employees and elected officials.

*Skill:* Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications, Microsoft Office products and aptitude for numbers and details. Excellent organizational, planning, management and analytical skills. Skill in all of the above listed tools and equipment.

### **Supervision**

*Received:* Works under the direction of the Treasurer/Collector, and in accordance with the applicable provisions of the Massachusetts General Laws.

*Given:* May supervise accounts payable and/or receivables clerk and other customer facing staff as required.

*Responsibility:* Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires knowledge of District operations.

### **Job Environment**

- A majority of work is performed under typical office conditions, with frequent interruptions; noise level is moderate.
- Regularly operates a computer, telephone, copier, fax machine and other standard office equipment.
- Makes frequent contact with other District staff, customers, and vendors.
- Has access to district-wide confidential information; the application of appropriate judgment, discretion, and professional office protocols is required.
- Errors could result in significant confusion and delay, loss of District services, and have financial repercussions; exposure to certain legal liabilities.

### **Physical Requirements**

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

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 15 pounds such as laptop or books. Vision and hearing at or correctable to normal ranges.

*The Acton Water District values diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal*

*experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The District embraces and encourages all qualified candidates to apply. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*