

Town of Halifax
Help Wanted
Town Accountant's Office
Town Accountant
Full-Time / 40 hours per week

The Town of Halifax is seeking qualified candidates for the position of **Town Accountant** in the Town Accountant's Office to provide professional accounting work in an administrative, supervisory, and participatory nature with responsibility for maintaining the Town's fiscal health including but not limited to maintenance of the Town's General Ledger, the processing of accounts payable, payroll, and overseeing and monitoring the expenditures of Town funds versus budgetary amounts.

The Town Accountant is responsible for balancing and reconciling accounts receivable with the Town Collector, special revenue accounts with the town or school, trust funds with the Treasurer/Collector Cash book, and payables as appropriate. Additionally, this position oversees the Town's annual financial audit with third-party and state auditors.

Bachelor's degree in accounting, business administration, or a closely related field; a minimum of five to seven (5-7) years general ledger accounting experience, preferably in the municipal field and with municipal financial software applications; policies pertaining to the town's payroll, bill paying, and employee leave time, or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Pay rate: \$82,885 - \$111,895 per year (Grade 11). This position is eligible for benefits.

Application, resume and any associated documents must be returned to the Board of Selectmen's Office, Halifax Town Hall, 499 Plymouth Street, Halifax, MA 02338 or submitted via email to Apply@halifax-ma.org for first review by Thursday, February 29th, 2024, at 3 pm. This position will be posted until filled. Full job description and employment application are available for download at halifax-ma.org/apply.

The Town of Halifax is an equal opportunity employer.