


JOB DESCRIPTION

Senior Accountant

Date of Last Revision: July, 2025

 W E S T E R L Y Rhode Island	DEPARTMENT	Finance		
	REPORTS TO	Director of Finance		
	FLSA STATUS	Exempt, Non-Union		
	POSITION TYPE	Full-Time	PAY GRADE	

POSITION OVERVIEW

This position is responsible for performing complex accounting duties and maintenance of accounting records. This position also assists the Director of Finance in managing the day-to-day operations of the subdivisions of the Finance Department.

ESSENTIAL JOB FUNCTIONS

- Applies Generally Accepted Accounting Principles to a variety of complex problems and exercises considerable judgment in allocating charges and credits to proper accounts and funds.
- Maintains fixed asset schedules for Town and School.
- Manages the annual financial statement audit calendar to ensure timely preparation and submission of audit materials to independent auditing firm.
- Prepares financial reports and schedules to support audit requirements.
- Prepares the annual financial reports as needed to support the audited financial statements.
- Understand the GASB municipal reporting requirements.
- Prepares and maintains general ledger details and accounting records of all funds.
- Prepares and enters journal entries to general ledgers, approves journal entries from staff and maintains journal entries.
- Reconciles or manages the staff reconciliations of all balance sheets and revenues/expenditures reports monthly.
- Performs monthly closing and preparation of financial statements to guarantee timely reporting for department head review and distribution.
- Research, resolve, and troubleshoot moderately complex finance and accounting issues, and provides guidance and direction to other departmental staff.
- Prepares regular and special financial and statistical reports for management review and use.
- Supports the development of the annual budget.
- Prepares state reimbursement claims, supporting documentation, and all other governmental reports.
- Reconciles and prepares supporting information for reimbursements of bond funded projects.
- Works with a variety of third-party administrators to coordinate and executes various financial activities for the Town.
- Responsible for accounting of all grants.
- Review of the monthly bank reconciliations and entering for Director of Finance to review.
- Responsible for the reconciliation of receivables monthly, including taxes, sewer assessment taxes, solid waste receipts, and water/sewer usage charges.
- Responsible for MUNIS accounting monthly cash reconciliation.
- Responsible for monthly reconciliation of interagency due to/due froms requiring bank transfers.
- Responsible for maintaining charts of accounts in accordance with UCOA manual, org, and object structure.
- Maintains all required documentation for auditors and for adjusting entries upon completion.
- Performs similar or related work as required, directed or as situation dictates.

ADDITIONAL JOB FUNCTIONS

- Attends meetings, seminars, conference as required.
- Periodic additional work hours required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- The principles and practices of financial management.
- Manual and automated accounting systems.
- General Ledger and accounting principles and practices.
- Legal controls, methods, and procedures of municipal finance.

SKILLS in:

- Sound administrative and management skills in the areas of policy interpretation, procedures, and people.
- Well-developed analytical capabilities.

ABILITY to:

- Prepare standard and special financial reports.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees.
- Understanding of town ordinances, state laws and regulations.
- Manage various computer applications including Excel and Word

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting, Business/Public Administration, or related area.
- Five years of experience in accounting or related working experience.
- Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Certification as a Certified Public Accountant is highly preferred.
- Certification as a Certified Public Accountant (CPA), Chartered Global Management Accountant (CGMA) or a Certified Management Accountant (CMA) will be required within 30 months of employment.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS

- Employees work in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS

- This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.

- Must possess mobility to work in a standard office setting and use standard office equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

The physical demands described here 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.

POSITION DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Senior Accountant	DATE RECEIVED:
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I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

_____ Employee	_____ Date
_____ Department Head	_____ Date
_____ Town Manager	_____ Date
_____ Human Resources	_____ Date