



# CAPITAL STRATEGIC SOLUTIONS

*A Women-owned Business Enterprise*

## Municipal Accountant

Per Project Position

\$65.00 per hour

### Position Description

The Municipal Accountant assists our clients with financial monitoring, maintaining comprehensive financial records, generating required periodic reports and engaging in other financial management tasks within a consolidated Finance Department.

### Position Requirements

- ✓ Bachelor's Degree in accounting, finance or related field; three to five years of responsible experience in accounting or financial management including experience in municipal accounting; or an equivalent combination of education and experience.
- ✓ Monitors the expenditures of all Municipal funds by overseeing the examination of all departmental bills payable and payroll vouchers for accuracy and availability of funds.
- ✓ Denies or authorizes all payrolls and expenditures based on compliance with Massachusetts General Laws, contracts, and sound accounting practices and availability of funds.
- ✓ Thorough 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. Comprehensive knowledge of GAAP and the UMAS.
- ✓ Possession of a Government Accountant Certification.
- ✓ Updates and maintains tax tables as required by IRS and DOR.
- ✓ Authorizes payment of personnel based on union Contracts and agreements and availability to funds.
- ✓ Prepares quarterly and annual reports to federal/state agencies and employees.

### Equal Opportunity Employer

Capital Strategic Solutions, LLC. is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.