

TOWN OF OLD ORCHARD BEACH
Accountant – Finance Department

The Town of Old Orchard Beach is seeking applications for the position of Accountant – Finance Department. Position is a management level professional position that is responsible for assisting the Finance Director in planning, coordinating, and supervising all operations of the Finance Department. Incumbent may serve as the Finance Director during the absence of the Finance Director. Performs all other related duties as required. Work involves technical and practical activities in the preparation and maintenance of a variety of financial records and reports and works under the administrative direction of the Finance Director and in accordance with the Statutes of the applicable Maine General Laws and local ordinances. This position requires frequent exercise of good judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; and is accountable to the Finance Director. Working knowledge of and ability to use accounting and auditing standards, principles, methods and procedures in working with numerous accounts. Ability to analyze and interpret financial data and to present findings clearly in written and oral form. College Degree in accounting, public administration or related field; five years of experience in finance; or an equivalent combination of education and experience. Please apply with cover letter, salary history and resume to:

V. Louise Reid
Assistant Town Manager
1 Portland Avenue
Old Orchard Beach, ME 04064

Hard copies preferred, but e-mail submissions are allowed; please forward to lreid@oobmaine.com with Accountant Search in subject line. Applications will be received until Friday, July 31, 2009. The Town of Old Orchard Beach is an Equal Opportunity Employer.

Accountant

Nature of work:

Work involves technical and practical activities in the preparation and maintenance of a variety of financial records and reports.

Supervision:

Works under the administrative direction of the Finance Director and in accordance with the Statutes of the applicable Maine General Laws and local ordinances.

This position requires frequent exercise of good judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards; works independently within established policies and procedures; and is accountable to the Finance Director.

Job Environment:

Work is performed under typical office conditions. Operates personal computer and general office equipment such as calculator, copier, and facsimile machine. Work requires frequent contact with all town departments, state, federal and private organizations, requiring administrative and technical knowledge and ability to promote and protect the town's best interests; and incumbent has occasional contact with the public. Has access to town-wide confidential information, such as bid proposals, personnel records, collective bargaining, financial records and lawsuits.

Essential Duties and Responsibilities:

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.

Maintains accounts payable ledgers, vendor files, prepares weekly accounts payable warrants.

Maintains employee master files, updates for any benefit changes or wage changes.
Prepares weekly payroll and related weekly deductions.

Reconciles bank accounts to various general ledger cash control accounts.

Assists Finance Director in preparation of financial statements, budgets and other accounting records.

Prepares accounts receivable billing and maintains list of outstanding receivables.

Performs oral or written communications relating to problem accounts.

Posts journal entries to the general ledger on a monthly basis.

Performs related work as required.

May assume the duties and responsibilities of the Finance Director in the event of his/her absence.

Requirements of Work:

Working knowledge of and ability to use accounting and auditing standards, principles, methods and procedures in working with numerous accounts.

Willingness to accept supervision and to understand directions given by supervisor.

Ability to establish and maintain effective working relationships with co-workers, vendors and members of the public.

Working knowledge of governmental accounting, Microsoft Word, Excel and MUNIS desired.

Training and Experience Required:

College Degree in accounting, public administration or related field; five years of experience in finance; or an equivalent combination of education and experience.

Ability to analyze and interpret financial data and to present findings clearly in written and oral form. Skill in working with numbers and detail. Excellent analytical and communication skills. Must have excellent computer skills including demonstrated skill in use of business and financial software applications.

Physical and Mental Requirements

Minimal physical effort required to perform functions under typical office conditions. Ability to operate a computer keyboard. Occasionally may be required to lift objects up to ten pounds. Frequently required to use hands to finger handle or feel objects, tools, or control. Frequently required to sit, talk and hear. No specific vision requirements.